Electromenu Main Menu

The main menu serves as a starting point of the Electromenu designer software.
From most screens, pressing ESC on the keyboard brings up the main menu.

Overview of Slides, Objects, and Schedules 3
Open an Existing Slide 4
Open an Existing Slide (HQ mode) 4
Saving a Slide 5
Saving a Slide to a new file (Save As) 5
Saving a Slide to a new file (Save As) – HQ mode 5
Previewing a Slide 6
Running the Schedule 6
Editor Screen Overview 7
- Object Relations and Overlap 7
  - Child Objects 7
  - Non-Child Objects – (Children of the background) 7
  - Relationship Tree – View Object relations in a slide 7
- The Menu-Bar 8
  - File menu 8
  - Edit menu 8
  - Create menu – Create new objects in the current slide. 8
  - Options menu 8
- Manipulating Object size and location 9
- Using Object Context Menus 9

Object Properties (all object types) 10
- Title Text 11
- Sub Text 11
- Background 12
  - Choosing a background color 12
  - Adding a picture as a background: 12
  - Removing a picture from the background 12
- Style 13

Group Settings (menu group) 14
- Menu Items 15
- Comments 15
- Menu Items Background 15
- Price Columns 17

Avoid Obstacles....18
Edit Prices (menu group)....19
Edit Ticker (stock ticker)....20
Edit Text (text box)....21
Edit Pictures (picture box)....22
Adding a still picture (JPEG/BMP)....22
Stretch/Scale/Center....23
View Picture (and setting a clear color)....24
To pick a clear color:....24
To make no clear color:....24
Adding an animated GIF....25
Viewing an animated GIF....26
Modifying the speed of an animated GIF....26
Setting repeats of an animated GIF....26
Edit List (List box)....27
Editing List Items....27
List Items (appearance)....28
List Items Background....28
Schedule....29
Accessing the schedule area....29
Accessing the schedule area (HQ mode)....29
Time Periods....30
Regular time periods....30
Special time periods....30
Editing Time Periods....31
Weekly Content (weekly slide schedule)....32
Edit a slide's duration and transition....32
Enabling Special time periods....33
Copy and Paste....33
Schedule Exceptions....34
Adding an exception....34
Removing an exception....34
Edit Content (for an exception)....35
Copy Content / Paste Content....35
Change Date....35
Region Log (HQ mode only) – Verify when stores picked up content....36
Applying the Schedule (causing new content to be played)....37
Notifying menu boards to update slides (non HQ mode)....37
Notifying stores in one or more regions to update slides (HQ mode)....37
Set Up....38
Regions – Defining groups of stores to share content (HQ mode)....39
Adding a region....39
Removing a region....39
Stores (HQ mode)....40
Accessing the Stores area....40
Adding a store....40
Editing a store – (Changing login, password, or region)....40
Removing a store....40
Clock Set – Setting the date and time....41
Back Up – Copy images and slides into and out of Electromenu....41
Copy an image file from a usb thumb drive....42
Delete image files....42
Copy slides from region to region (HQ mode only)....42

Overview of Slides, Objects, and Schedules

Electromenu designer software allows you to build and schedule slides for use with one or more Electromenu Player units, called "menu boards".

If you have purchased a Headquarters license, your designer allows you to schedule slides for display on menu boards in multiple stores and regions.

Slides are scheduled for display one at a time on a menu-board for a specified time. Slides contain one or more **objects**.

All objects have **properties** (Title, Sub Text, background color, border color, etc.). These properties work the same for all object types.

There are several **types** of objects -- each with special properties:

- Generic objects have no special properties.
- Menu-Group objects display Menu Items, Descriptions, and Prices
- Stock Ticker objects display horizontally sliding text.
- Text Box objects display free-flowing text.
- Picture Box objects display up to (8) JPEG pictures or GIF animations.
- List Box objects display a list in one or more columns.

Slides are scheduled by Weekday and by Time Period:

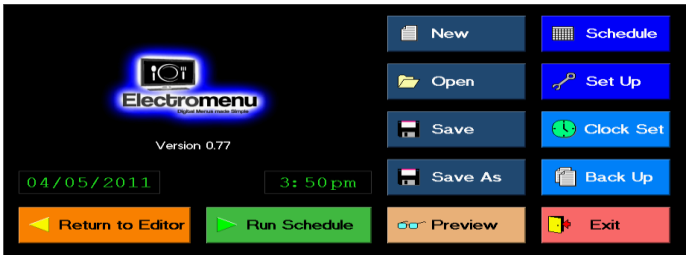
- Time Periods (day-parts) are defined in the Schedule area per weekday.
- Days have "regular" consecutive time periods ("breakfast", "lunch", "dinner")
- Days have "special" time periods that overlap regular periods ("happy hour")
- Time periods are the same for all menu boards in a region
- Special time periods can be enabled separately one each menu-board

Schedule Exceptions override the regular weekly schedule:

- Exceptions are done per Menu Board for a range of dates.
- Exceptions use time-periods from a specified weekday OR they have no time periods.

Open an Existing Slide

1. Press “ESC” to display the main menu if it is not displayed.



2. Press “Open” to display the file dialogue

3. Select a slide from the list

4. Press “Open”

Electromenu slides created on a HQ unit have names ending in “EMH”.
Electromenu slides created on a regular designer have names ending in “.EM”.

Once a slide is open, you are on the editor screen. See the overview on page 7.

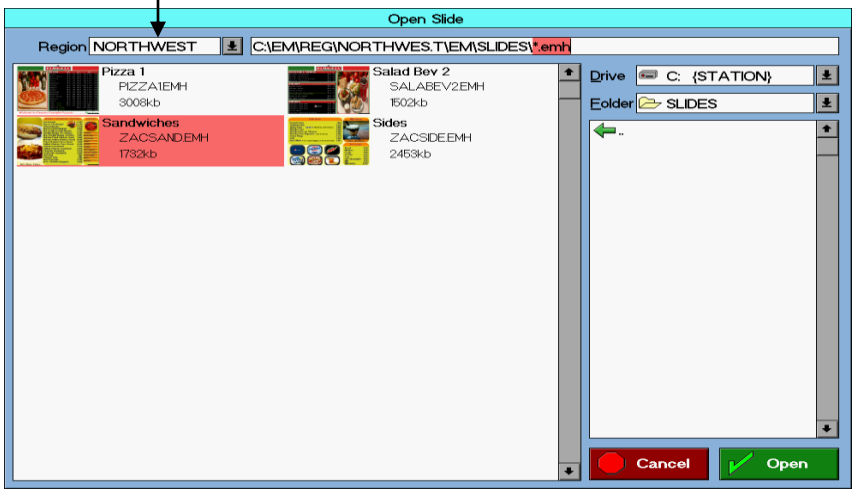
Open an Existing Slide (HQ mode)

In HeadQuarters mode, the File Dialogue has an additional “Region” menu.

Before selecting a slide to Open, pick the region from this menu first.

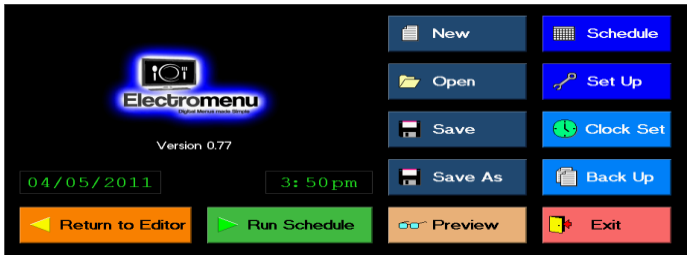
Remember that you can only schedule slides to run in a region that were saved to that region.

If you have several regions with the same slide, you can open the slide in the first region and use “Save As” to save it to each other region.



Saving a Slide

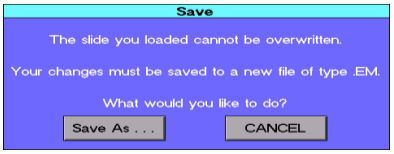
1. Press ESC to display the Main Menu. →



2. Press "Save".

If you have not previously saved the slide, you will automatically be taken to "Save As".

If you are editing a slide that came from HeadQuarters and attempt to save it, you will get this message.
Simply choose "Save As" to display the file dialogue (see below).


Save
The slide you loaded cannot be overwritten.
Your changes must be saved to a new file of type .EM.
What would you like to do?
Save As . . .
CANCEL

> Slides will not show on your menu boards until you schedule them!
> See "Schedule" on page 29.
> If a slide is already scheduled, see "Applying the Schedule" on page 37.

Saving a Slide to a new file (Save As)

1. Press ESC to display the Main Menu.
2. Press "Save As"

3. Enter a unique description for this slide. (the file name is automatically generated from the description)
4. Press "Save"
   (To over-write an existing slide, select it before pressing "Save".)

Delete File – You can remove a slide by selecting it and pressing this.

New Folder – You can create a sub-folder using this. However, you cannot schedule slides unless they are in the default location, so using this is not recommended.

Saving a Slide to a new file (Save As) – HQ mode

If you are saving a slide in HeadQuarters mode, do the same as above but remember to select a region to save the slide into. →

Regions can only schedule slides that have been saved into that region.

Note: The " **Local Files** " choice is only for slides that will be scheduled and played locally. Many HQ units will not use this at all.

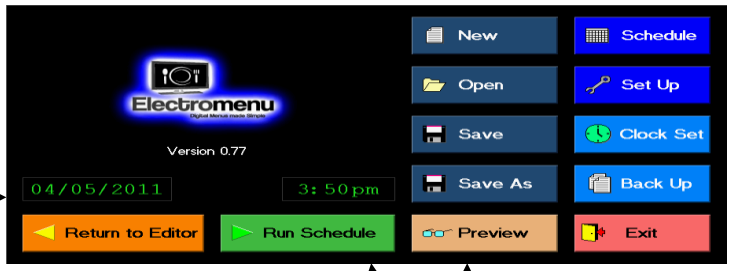
Previewing a Slide

After a slide is loaded, you can "preview" how it will look when it is played.

In preview mode, the picture objects will transition and stock tickers will tick.
This allows you to adjust the times pictures display, for example.

<u>To preview a slide:</u>

1. Make sure a slide is loaded (see page 4)
2. Press ESC to display the Main Menu
3. Press "Preview"
4. When you are finished previewing, press ESC to return to the main menu.



Running the Schedule

The designer software is usually run on Board 99.
You can make a schedule for Board 99 just like any other board (see page 29).

You can run the schedule on Board 99 by pressing "Run Schedule" from the Main Menu.
Press ESC to return to the Main Menu.

All other local menu boards automatically run the schedule. When you enter and exit the schedule area, they will pick up the changes within 20 seconds.

Editor Screen Overview

On the editor screen all controls are hidden so that you can see how your slide will look when it is displayed.

To return to the Main Menu, press ESC.

- Picture Box
- Stock Ticker
- Menu-Group
- List Box

Object Relations and Overlap

Child Objects

Take the tomato shown above in the "Toppings" list-box object.
Notice how the list items are automatically "avoiding" the tomato Picture-Box object.
This is because the tomato is a child of the "Toppings" object.

Non-Child Objects – (Children of the background)

Take the hamburger shown above in the "Burgers-Sandwiches-Hot Dogs" menu group.
Notice how the menu-items are not avoiding the hamburger Picture-Box object.
This is because the hamburger is *not* a child of the "Burgers-Sandwiches-…" object.

Relationship Tree – View Object relations in a slide

Move your mouse to the upper-left side of the screen to display the Relationship Tree.

The first object in the list is the background object.

- All slides have at least a background object.
- The name of the background object is the name of the slide.

Objects are listed in the order they are drawn. – The last object in the list is drawn last and is therefore "on top" of all other objects.

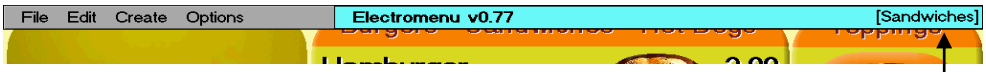
Child objects are indented under their parents

- Notice how "Tomato" is indented under "Toppings" since it is a child of "Toppings".
- Notice how "Hamburger" is at the same indentation as "Burgers – Sandwiches – Hot Dogs" and is therefore not a child of it.

You can click an object in the Relationship Tree list to select it or just move your mouse to the right of the list to close it without making a selection.

The Menu-Bar

Move your mouse to the top of the screen to display the hidden menu-bar.



The name of the slide you opened is shown at the upper right.

File menu

Open – Opens an existing slide (see page 4)
Save – Saves an open slide.
Save As – Saves the open slide to a new name.
Exit – Exits the Electromenu designer.

Edit menu

Bring to Front – Brings the selected object to front of others.

- This effectively moves the object down in the Relationship Tree. (See page 7)
- This does not change relationships (parents stay behind their children).

Vertical Center – Centers the selected object vertically on its parent.
Horizontal Center – Centers the selected object horizontally on its parent.

Cut – Copies the selected object *and its children* to the clipboard before deleting them.
Copy – Copies the selected object and its children to the clipboard.
Paste – Pastes the clipboard as a child of the selected object. If you do not want to paste the clipboard as a child, select the background first.

Using Cut and Paste is an easy way to change object relationships.

Delete – Deletes the selected object.

- This function does not delete children of the selected object.
- Children of the selected object become children of the selected object's parent.

Properties – Shows the "Generic" properties for the selected object.
If no object is selected, the background's properties are shown.

Create menu – Create new objects in the current slide.

- The created object will be a child of the selected object.
- If you do not want the new object to be a child of anything, select the background first.

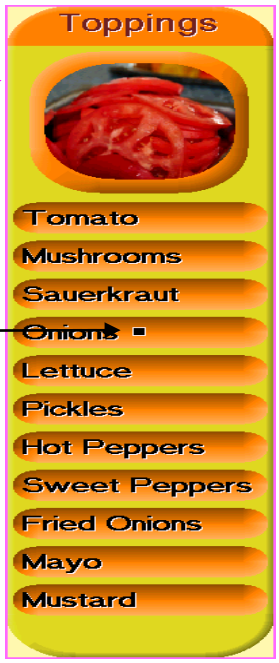
Options menu

Schedule – Set up time periods (day parts) and schedule slides.
Set Up – Name menu-boards, perform backups, and update software.

Manipulating Object size and location

Selecting, moving, and sizing an object is always done with the LEFT mouse button.

Select an object - Click the object to select it. (The object will be surrounded by a blinking purple square)



If an object is covered by another object or is too small to click, you can use the "Relationship Tree" to select it from a list. See "Relationship Tree" on page 7.

Move an object – Drag an object by the small black dot in the center. Use your left mouse button to drag.

Resize an object – You can grab an object on the sides or corners of the blinking purple box to shrink or enlarge it.

Move or Resize using the keyboard - You can move or resize an object using the keyboard and mouse together:

1. Press and hold your mouse on the center or side of the object
2. Use the keyboard arrow keys to move 1 pixel at a time, or CTRL+arrow keys to move 10 pixels at a time.

Notes

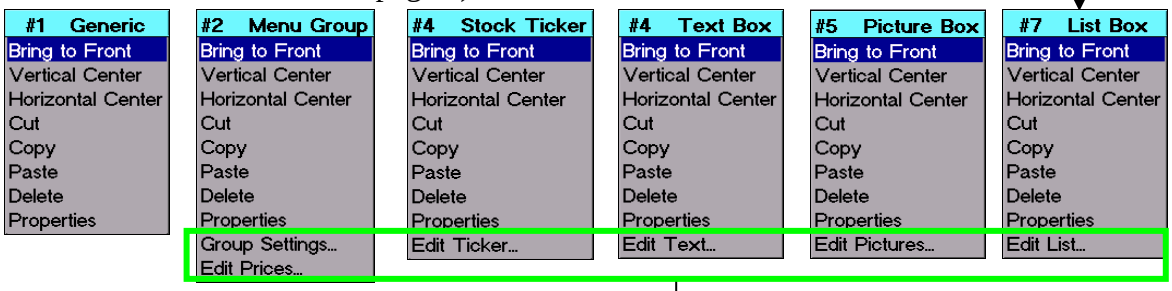
- ✓ When you move an object, the object's children move with it.
- ✓ If an object has children, the parent cannot be resized smaller than its children.

Using Object Context Menus

Context-menus are displayed by clicking an object with the RIGHT mouse button.

- The title of the menu shows the object number and type. (Object numbers are unique for each object in a slide)

- The first several items are the same as the "Edit" menu on the menu-bar. (See Menu Bar: Edit menu on page 8)

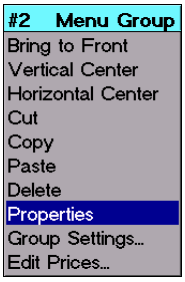


- The last item(s) vary by type of object. Notice how "Generic" objects have no special properties.

Object Properties (all object types)

All objects have the "Properties" described in this section.

There are three ways to bring up the Properties editor for an object:

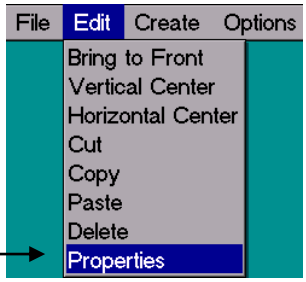


Properties via the context-menu

1. RIGHT-click the object with your mouse to display the context menu.
2. Choose "Properties"

Properties via the menu-bar

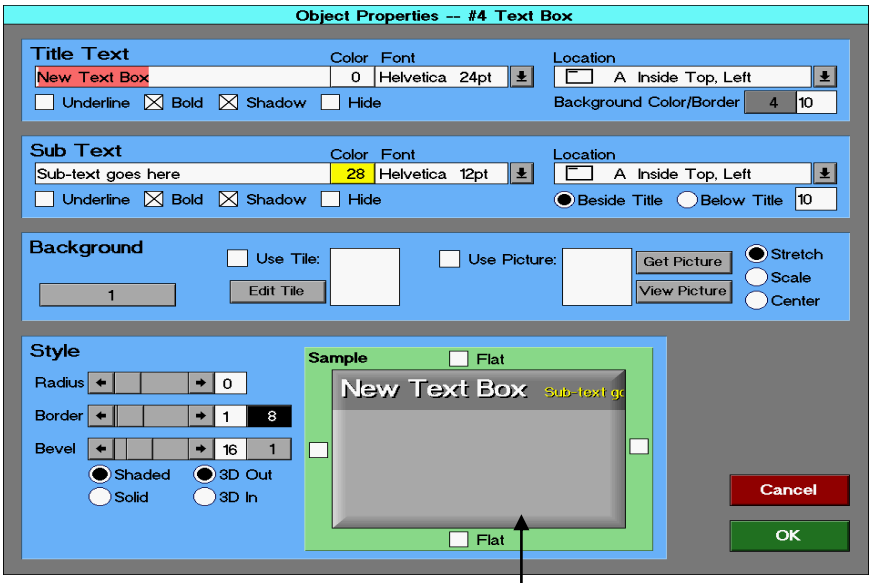
1. Select the object by LEFT clicking it OR pick it from the Relationship Tree (page 7).
2. Move your mouse to the top of the screen to display the menu-bar (page 8).
3. Choose "Edit" then "Properties".



Properties via the keyboard

1. Select the object by LEFT clicking it OR pick it from the Relationship Tree (Page 7)
2. Press ENTER to bring up the properties editor.

The Electromenu "Object Properties" editor



Title Text and **Sub-Text** define how and where an object is captioned.

Background defines an object's background color and, optionally, a picture.

Style defines the object's shape, border, and bevel colors.

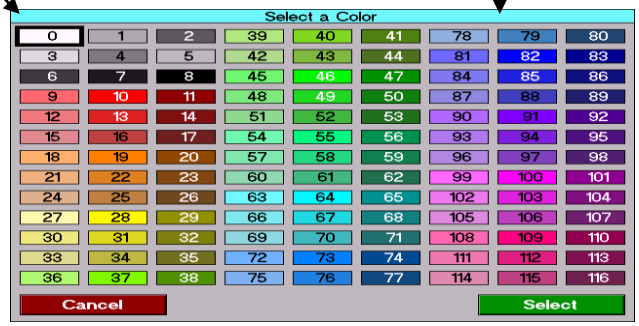
Cancel discards any changes made on this screen

OK saves changes.

You can view all changes immediately in the **Sample** area.
Each area is detailed on the following pages.

Title Text

- Title Text serves as the name of an object
- When an object is created, it has a generic name such as “New Text Box”
- Title-Text is shown in the Relationship Tree to identify an object



The left side sets the text appearance:

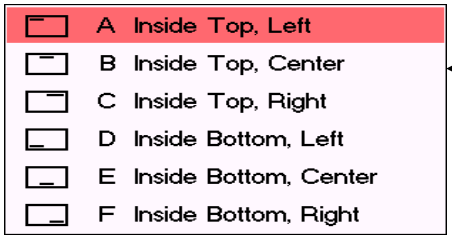
- Text color, font, and font options are available.

- The Hide setting causes the object to have no visible title text or background. (This is useful for describing an object without showing the Title Text.)

The **background color** is used to fill the area behind and around the text.

The **border** setting is how many pixels above and below the text are also filled with the background color. It also serves as the offset from the left or right side for justification.

The **location menu** allows you to place the text at the top or bottom of the object, and to justify it as left, center, or right.



Sub Text

- Sub Text is can be set to any location that the Title Text can be.
- It can be used to further describe an object. (i.e. “Fresh, Hot, and Delicious”)

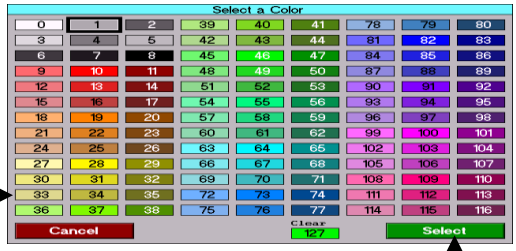
Most settings for Sub Text are identical to the Title Text.

If Sub Text and Title Text are both set to the same location, the Sub Text either is to the left of the Title or below it as shown here.

If the Sub Text is set to the bottom while the Title occupies the top, it gets its own background color setting as shown here.

Background

The background area defines the shape and color of an object's background.



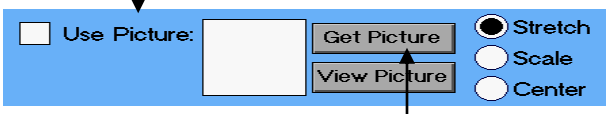
Choosing a background color

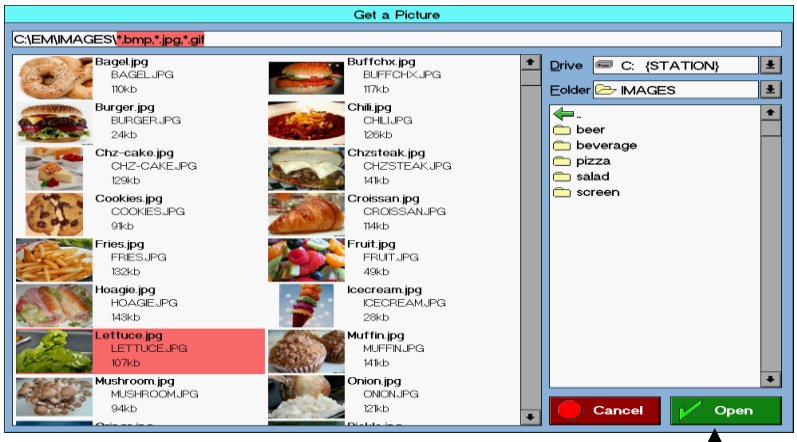
1. Click the color sample to choose a new background color.
2. Choose a color from picker
3. Press "Select"

Notes

- You can choose color #127, "Clear", to have no background.
- If you are editing the background object (#0), clear is not a choice.

Adding a picture as a background





1. Place an X next to "Use Picture"
2. Click "Get Picture"
3. Select a picture in the list
4. Press "Open"
5. Select a display option (Stretch, Scale, or Center).
   - **Stretch** makes the picture fit the object.
   - **Scale** makes the picture fit the object proportionally.
   - **Center** displays the picture in the middle of the object at actual size.

Notes

- ✓ Only BMP, JPG, and GIF images are supported.
- ✓ Animated GIFs are supported in Picture Objects but not as object backgrounds.

Removing a picture from the background

Simply clear the X next to "Use Picture"

Style

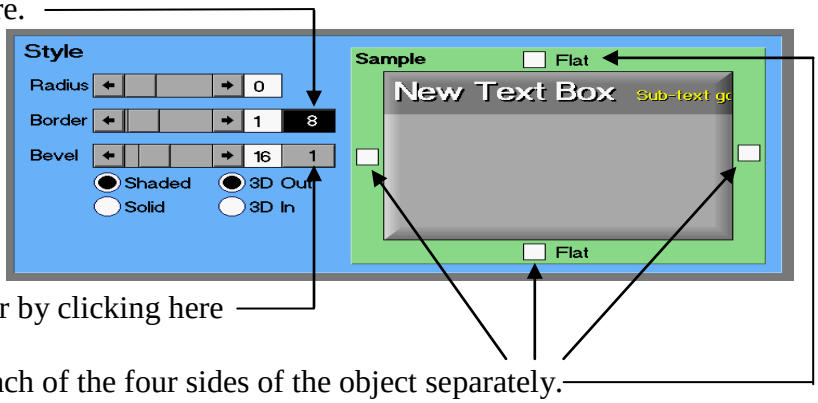
The style settings define the shape, bevel, and border of an object.

Radius is how round the corners are.

- Set this to zero for a square object.
- If the radius is non-zero, the bevel cannot be more than the radius.

Border is how wide the border is.

- Set this to zero for no border.
- The border color can also be set here.



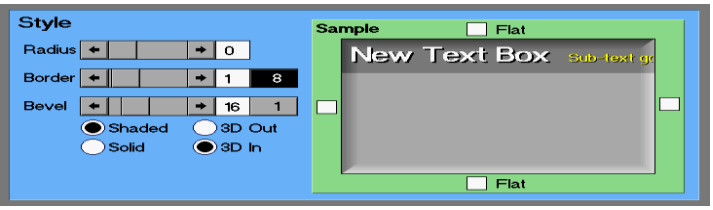
Bevel defines how an object's edges are shaded.

- Set to zero for a "flat" object
- The bevel color is normally the same as the object's background. However, you can set it to any color by clicking here

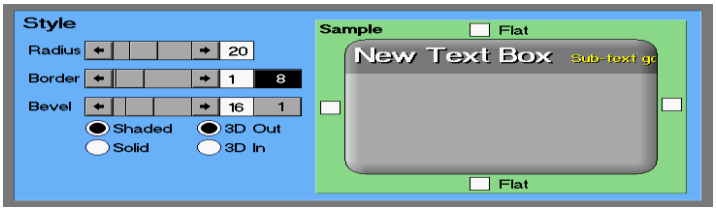
Flat checkboxes allow you to flatten each of the four sides of the object separately.

- Corners adjacent to flat sides are square.
- Flat sides have no bevel

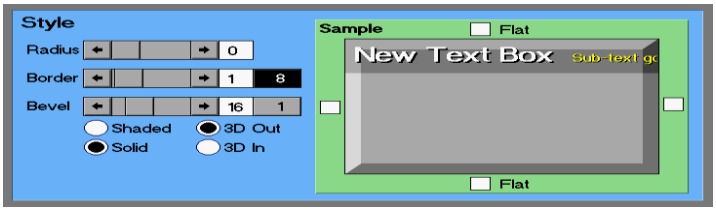
Examples of object styles:



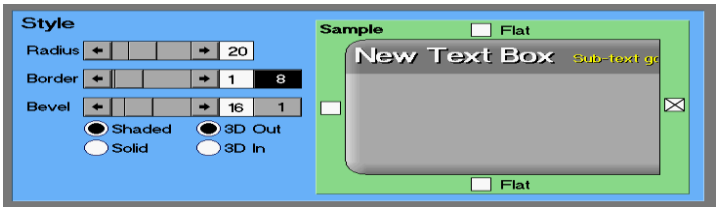
3D In
The shading is reversed.



Radius set to 20
The corners and the Bevel are rounded.



Solid bevels instead of "Shaded".



Right side flat
The border remains on the flat side, but the corners become square and the bevel is removed.

Group Settings (menu group)

Menu Groups are multi-column objects for display of Menu Items and their prices.

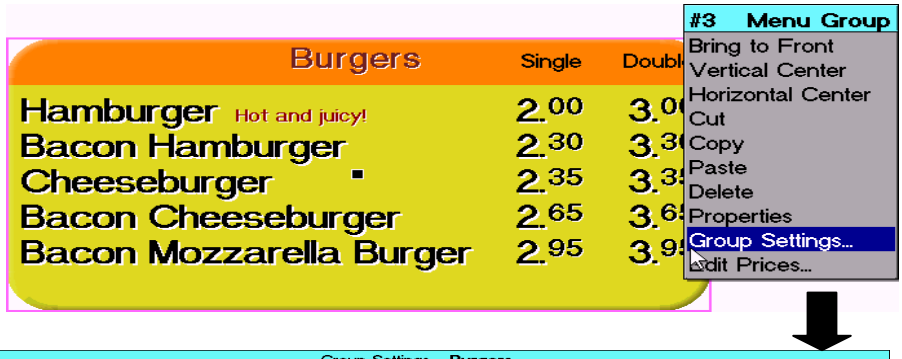
- ✓ Menu-Items and their optional Comments go in the left-most column.
- ✓ Up to 8 price-columns follow
  - Each price column has an optional header (such as “Small”, “Large”, etc.)
  - Price-columns may also be used for calorie counts or non-numeric comments.

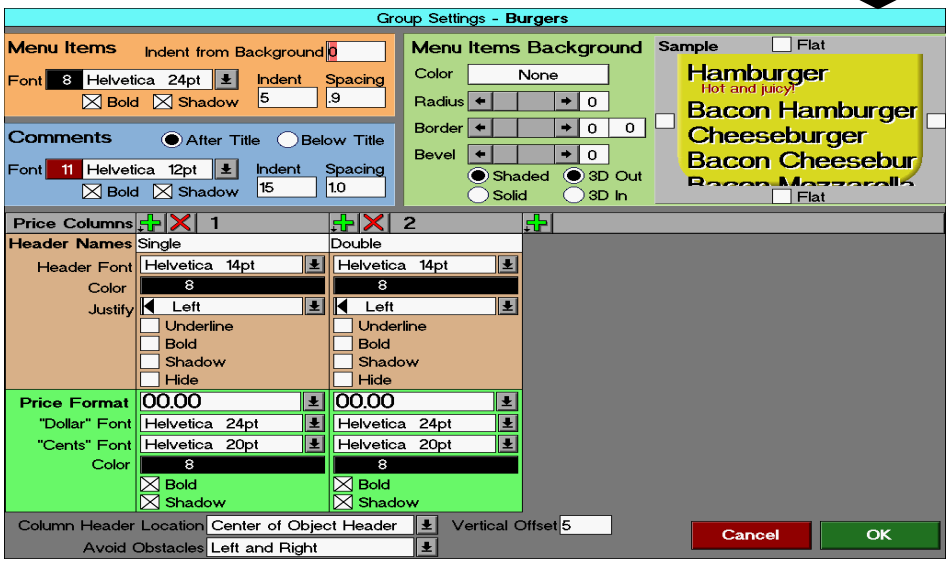
<u>To edit menu group settings:</u>

1. RIGHT-click a menu group

   (To create a new group, see “Create Menu”, page 8)

2. Choose “Group Settings”





Menu Items configures menu item font, color, and spacing.

Comments configures comment location, font, color and spacing.

Menu Items Background Menu-items may be given a colored background in the same manner as “Object Style” (Page 13).

Price Columns defines the appearance of each price column (2 in this example).

- Up to 8 price columns can be defined.
- Insert a new price column by clicking the “+”
- Remove a price column by clicking the “X”

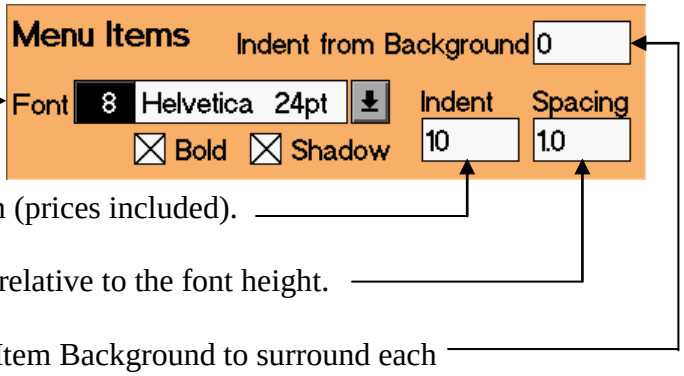
Remember: Inserting or removing columns affects all menu-items in the group.

Once a menu-group is set up, menu-items you add to the group will simply follow the settings of the group.

To add menu-items to the group, see “Edit Prices” on page 19.

The new few pages detail each area of Menu Group Settings.

Menu Items



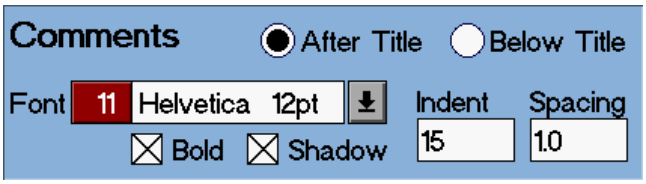
Font and **Color** affect only the menu-item's title. (i.e. "Pizza", "Hamburger", etc.)

Indent is the pixels of indentation from the left and right side of the object for the entire menu-item (prices included).

Spacing is line spacing between menu-items. It is relative to the font height.

Indent from Background is the amount of Menu Item Background to surround each menu item on all sides (left, right, top, bottom).

Comments



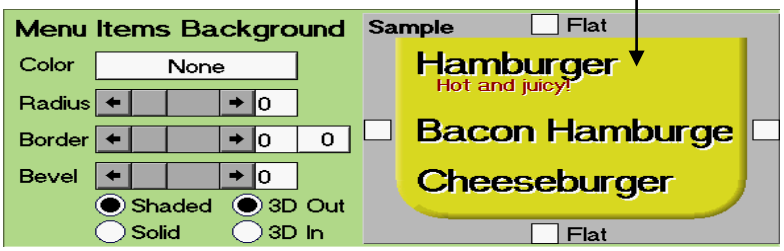
- ✓ Comments are used to describe menu-items
- ✓ Comments are line-wrapped as necessary.

Font and **Color** affect only the menu item's comment-text.
After Title causes the comment to start on the same line as the menu item's title.
Below Title causes the comment to start beneath the menu item's title.
Indent is the pixels to the right of the menu item title to start the comment.
Spacing is the line spacing between the comment and the menu item title.

Menu Items Background

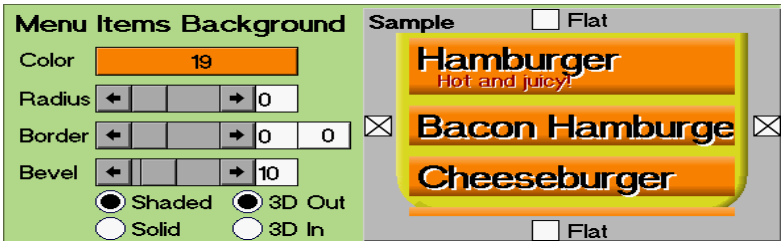
- ✓ Menu-Items can have a "background" superimposed over the object background.
- ✓ Menu-Item Backgrounds can be styled in the same ways as the object background.
- ✓ The **sample** previews Menu Items, Comments, and Menu Items Background.

This example shows menu-items with no background.



This example shows menu items with an orange background and some bevel.

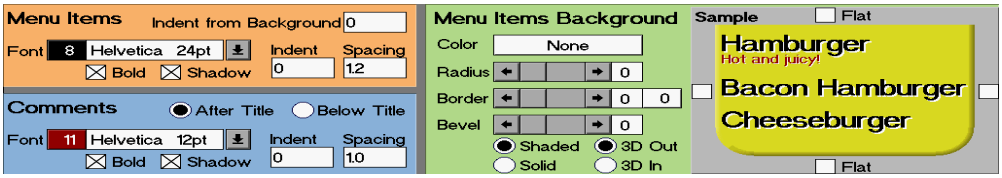
Menu items have spacing set to 1.4 here so that you can see the object background between them.



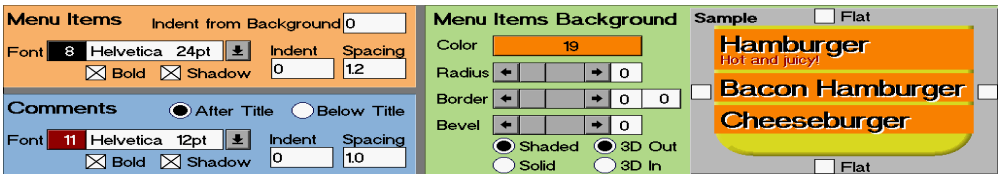
See the following pages for more examples and Price Column set up.

Example 1:

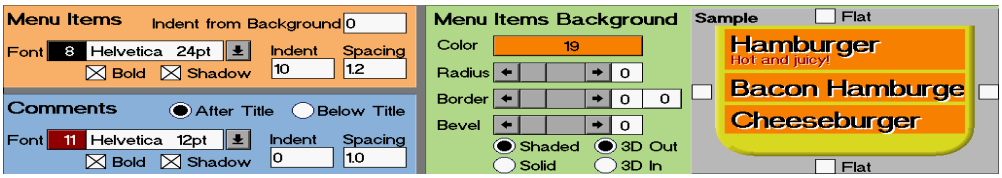
- Menu Items "Indent" and "Indent from Background" is zero.
- Menu Items have no Background
- Comments have no indent



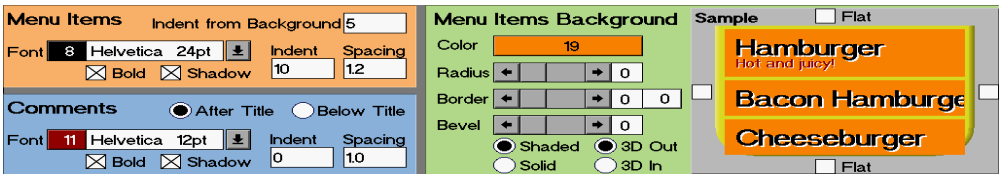
Example 2 - Menu Items are given a background color.



Example 3 – Menu Items are given an Indent of 10 pixels.



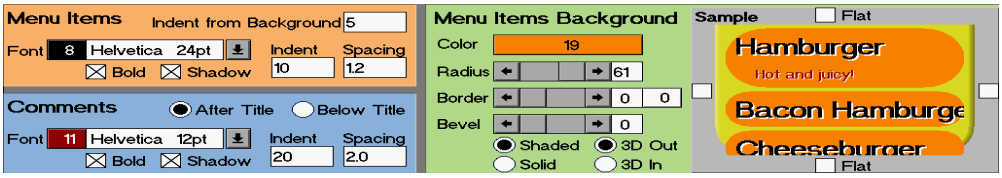
Example 4 – "Indent from Background" was increased to 5 pixels.



Example 5 – Comment Indent was set to 10.

Example 6 – Menu Item Background Radius was set to 61.

Example 7 – Comment spacing increased to 2.



Example 8 – Item spacing increased to 2.

On the next page, setting up Price Columns is covered.

Price Columns

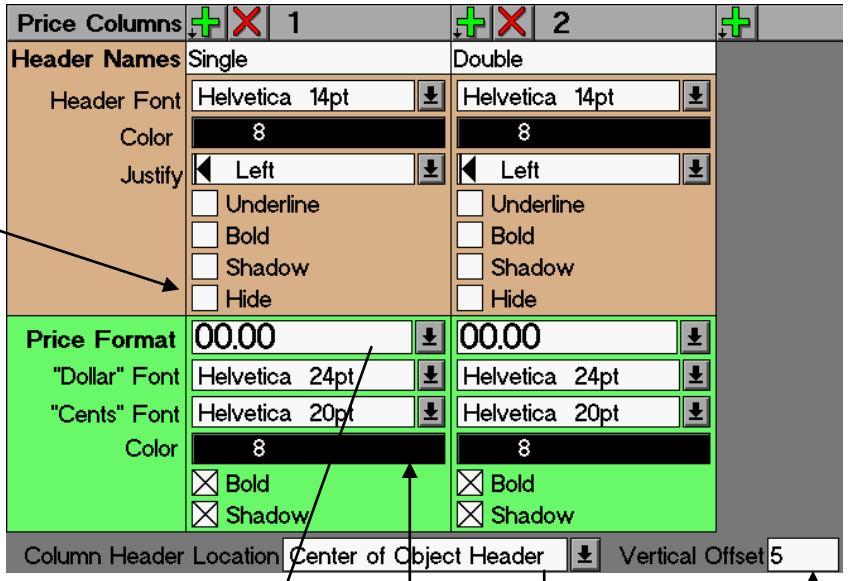
- Price Columns go to the right of menu item names.
- Up to 8 price columns may be defined.
- Price Columns can be added by clicking any of the "+" buttons.
- Price Columns can be removed by clicking the "X" buttons
- A menu-group may have no price columns, if desired.

The **Header Names** section defines the name and appearance for each price column's header.

You can omit the header completely by clicking "Hide"

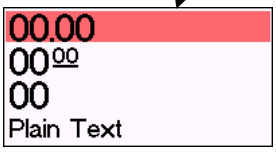
The **Price Format** section defines the appearance of prices in each column.

- Dollars and Cents may have different fonts and sizes. The numbers align across the top.



- All "Price Format" choices are numeric except "Plain Text".

- "Plain Text" uses only the Dollar font.

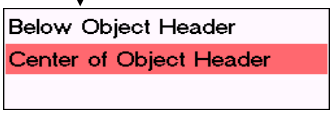


Price **Color** is the default color for prices.
(Individual menu items can over-ride this color in Edit Prices.)

Column Header Location is either within the object's title or below it.

Below object header

Center of object header



Vertical Offset is how far below the column headers the prices start.

Vertical offset of 5

Vertical offset of 25

Avoid Obstacles

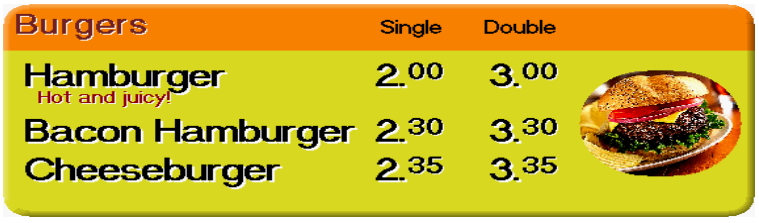
Obstacles are child objects that menu-items in the group must try to flow around or avoid.

- Menu items may flow to the left or right of an obstacle.
- If the obstacle is too far from either side, menu items simply skip over it vertically.
- The method of avoiding is chosen based on where the obstacle is placed.

The following examples illustrate the handling of a hamburger "obstacle":

Example 1: Menu Items avoid the obstacle by flowing to the right.

Example 2: Menu Items avoid the obstacle by flowing to the left.

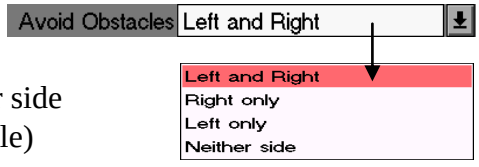


Example 3: Menu Items avoid the obstacle by skipping it vertically.

Example 4: Menu Items are not avoiding the hamburger at all.

In this example only, the hamburger is not a child of the menu-group and so it is not treated as an obstacle.

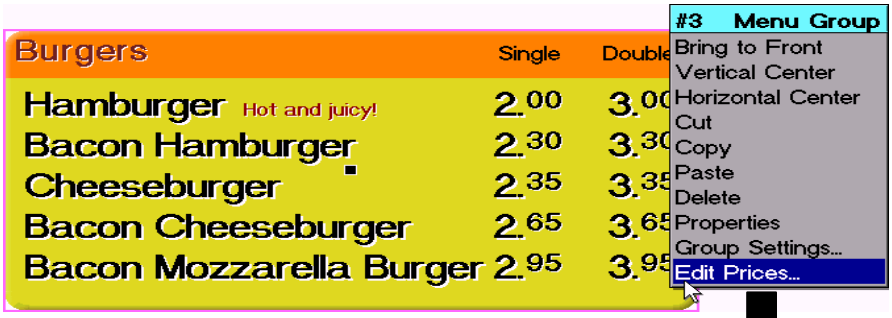
You can limit menu item flow to the left or right with the "Avoid Obstacles" menu:



- **Left and Right** is the default: Menu Items flow to either side
- **Right only**: Menu Items flow only to the right (if possible)
- **Left only**: Menu Items flow only to the left (if possible)
- **Neither side**: Menu Items will only skip obstacles as in example 3, above.

Edit Prices (menu group)

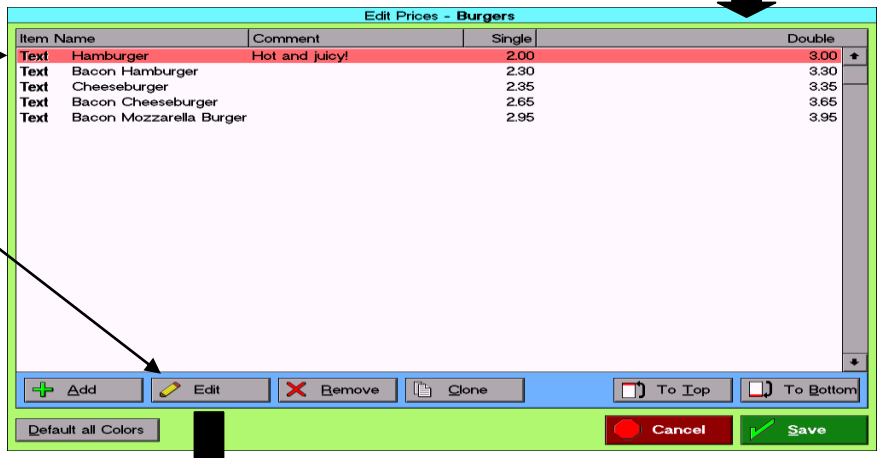
This area is used to enter Menu Item names, comments, and prices into a Menu Group. You must first have the group created and configured. (See the previous several pages)



<u>To Edit Prices:</u>

1. RIGHT-click a menu group
2. Choose "Edit Prices"

   (To create a new group, see "Create Menu", page 8.)
3. Select a menu item to edit
4. Press Edit (or Add to create a new menu item)



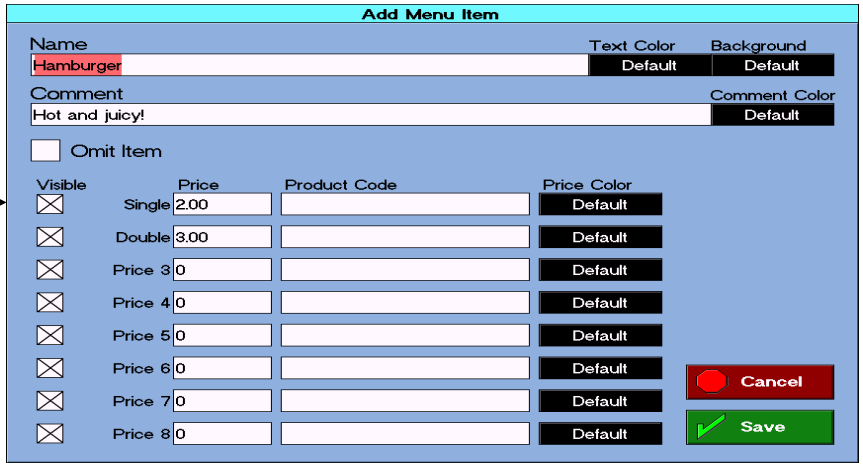
Default All Colors returns all menu items to default colors.

Text icon, left of each item name, shows the color of each item.

Clone adds a new item using the selected one as a template.

Remove deletes a menu item.

Name, Comment, and Prices are set on this screen.



Only prices from columns set up in Group Settings will be shown.

"Default" colors use colors set in Group Settings.

(See Group Settings, page 14)

Omit Item causes the item to not be shown. This is useful for temporarily running out of something.

Product Code is used for a point of sale item number. It is not shown on the menu slide.

Edit Ticker (stock ticker)

Stock Tickers display horizontally sliding text.
In this area, you can edit the text that is displayed and how it appears.

- ✓ Text always slides from right to left.
- ✓ Up to 8 different text styles can be used (Color, Font)
- ✓ Ticker speed can also be adjusted.

To create a Stock Ticker, choose "Stock Ticker" from the "Create" menu.
See "the Menu Bar", page 8.

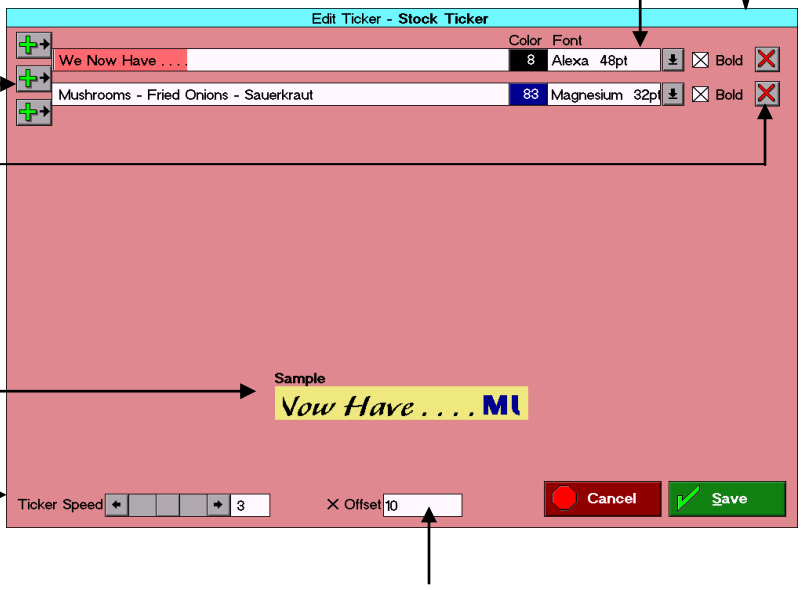
To Edit a Stock Ticker:

1. RIGHT-click a ticker object.
2. Select "Edit Ticker"

Styles of text are shown on separate lines followed by **color**, **font**, and **bold** settings.
Each style of text is displayed left to right in the ticker.

Add or **Insert** new text styles by pressing the "+" buttons.

Remove a text style by pressing the "x" buttons.



Sample displays the ticker in motion, as it will look in your slide.

Ticker Speed determines how far the ticker moves each tick.

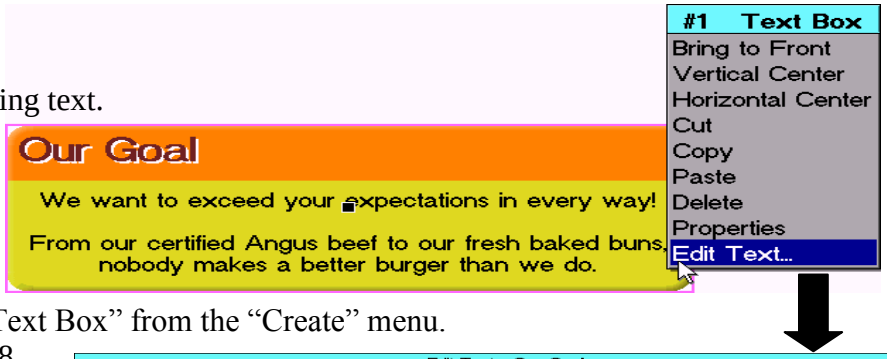
X Offset is how many pixels from the sides of the object to indent the ticker.

Notes

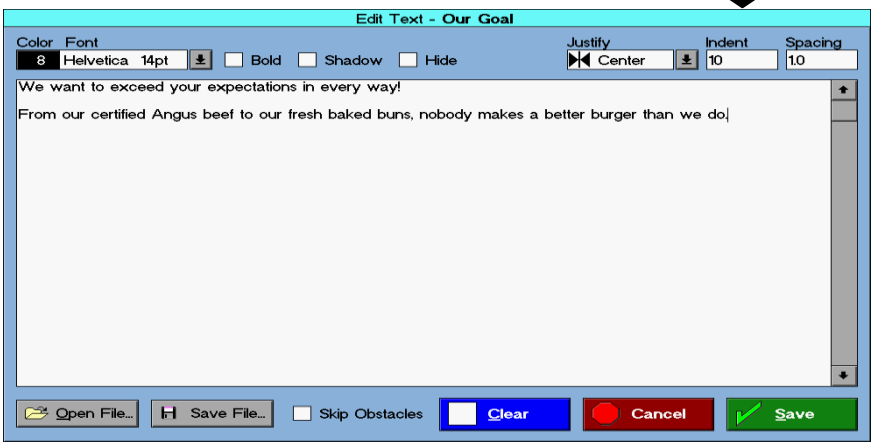
- ✓ The background color of the ticker is set in Object Properties (See page 12).
- ✓ Tickers tick at 36 frames per second in the Player, but the sample is at 18 fps. Therefore, the ticker plays smoother than the sample.
- ✓ Tickers are always on top of other object types, regardless of their relationships. Therefore, tickers do not avoid obstacles.

Edit Text (text box)

Text Boxes contain free-flowing text.



To create a text box, select "Text Box" from the "Create" menu.
See "the Menu Bar" on page 8.



<u>To Edit a Text Box:</u>

1. RIGHT click a text box
2. Choose "Edit Text"

Color, Font, and **Justify** apply to all text in the field.

Indent is how many pixels to indent from the sides of the object (all sides).

Spacing is vertical spacing based on the font height.

Open File allows you to load text from a text file.
Save File allows you to save the text in the object to a file.

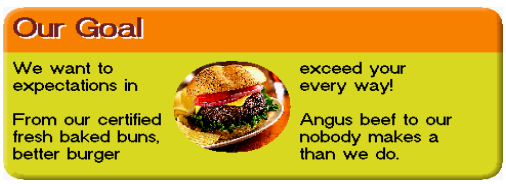
Clear deletes all text from the object.

Skip Obstacles causes text to only flow above and below obstacles. Otherwise, text flows to the sides also.

Example 1: Left justified text flows around an obstacle on the left.

Our Goal
We want to exceed your expectations in every way!
From our certified Angus beef to our fresh baked buns, nobody makes a better burger than we do.

Example 2: Left justified text flows through an obstacle in the center.



Example 3: "Skip Obstacles" is selected. So, the text does not flow on either side of the obstacle.

Our Goal
We want to exceed your expectations in every way!
From our certified Angus beef to our fresh baked buns, nobody makes a better burger than we do.

Edit Pictures (picture box)

Picture box objects can display up to 8 different pictures in sequence. Pictures may be JPG, BMP, or animated GIF.

To create a picture box, choose "Picture Box" from the "Create" menu. See the Menu Bar on page 8.

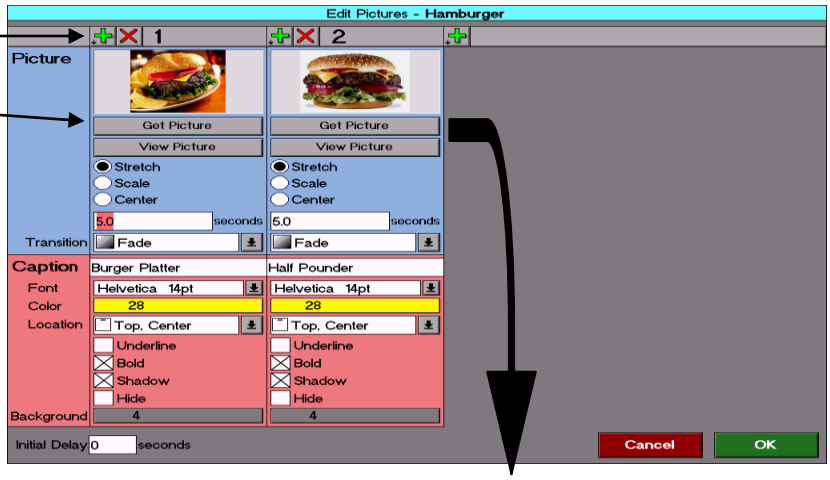
<u>To edit a picture box:</u>

1. RIGHT-click a picture box object.
2. Choose "Edit Pictures".

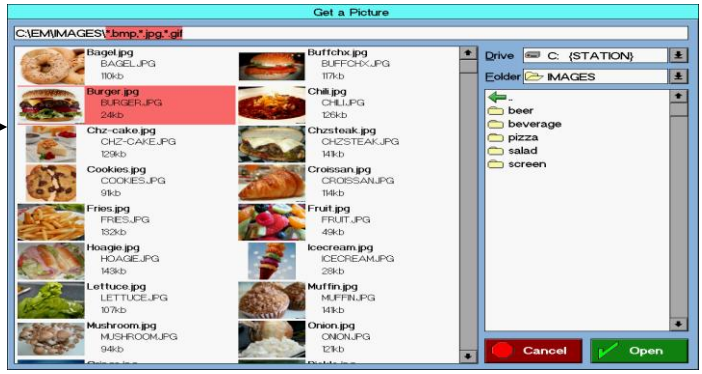
Each picture in the picture box shows one at a time for the specified number of seconds.

Adding a still picture (JPEG/BMP)

1. Press one of the "+" buttons
2. Press "Get Picture"



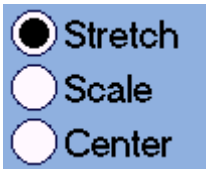
3. Choose a picture
   (still pictures are JPEG or BMP)



4. Press "Open"

Stretch/Scale/Center

These settings control how a picture is made to fit into an object.



"Stretch"

"Scale"

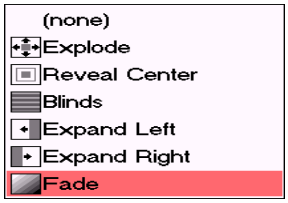
"Center"

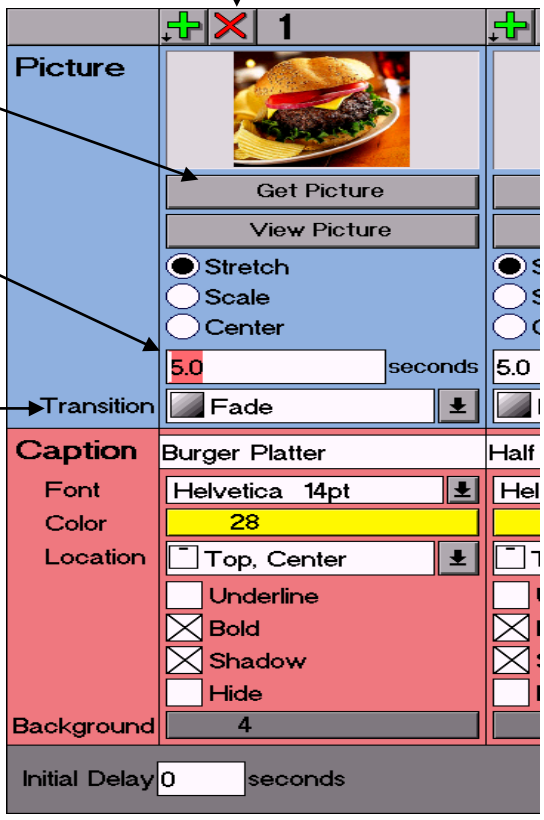
Remove a picture by pressing the corresponding "X" button.

Replace a picture by pressing "Get Picture" under the picture to replace.

Seconds is how long the picture will show. (Time is counted from the when the transition completes)

Transition is what visual effect will be used to show the picture.





Caption is shown in the selected font and color.
It may also be used as a remark. Select "hide" to do this.

Location sets where on the picture to place the caption.

Background is a background color for the caption.

Initial Delay is used when coordinating several picture objects.

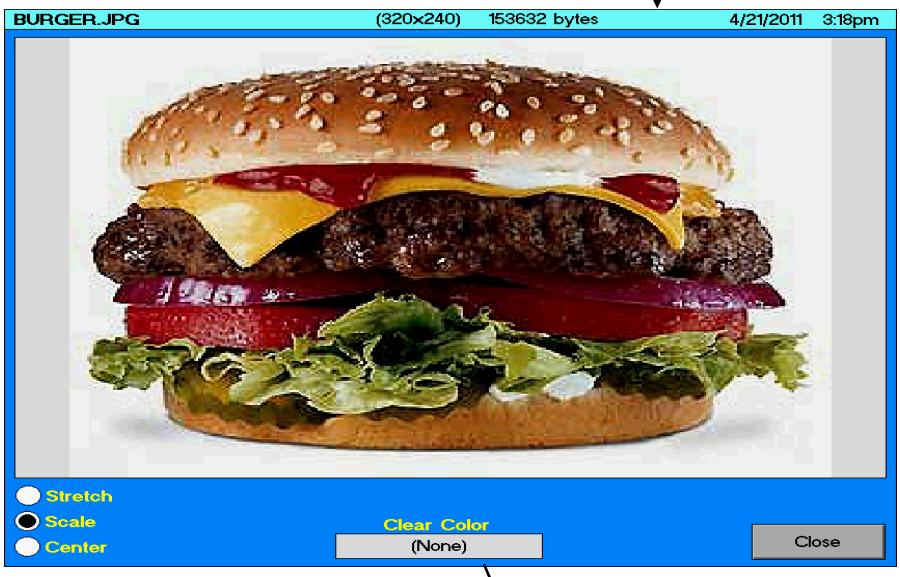
- The first picture (of the 8) is delayed by the initial delay when the slide is first shown.
- This staggers the picture transitions in this box from another box with no initial delay
- When staggering two picture objects, the "seconds" of all pictures in both objects should be the same.

View Picture (and setting a clear color)

Once a picture is added (previous page), you can view it and optionally set a clear color.

- A clear color will show the background of the picture box.
- This section is for viewing a JPEG or BMPs. Animated GIFs are on the next page.

The title bar shows the picture's file-name, dimensions, size, date, and time.



The file name is shown for reference only – all pictures are copied into the slide when you load them.

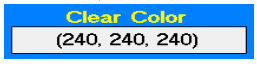
Stretch/Scale/Center is here only for previewing.

Clear Color either shows "(None)" or a color in the picture that will be clear.

To pick a clear color:

1. Click under clear color where is says "(None)"
2. Click in the picture on the color to make clear.

   When a clear color is selected, the (R, G, B) combination of the selected color shows under "Clear Color".



To make no clear color:

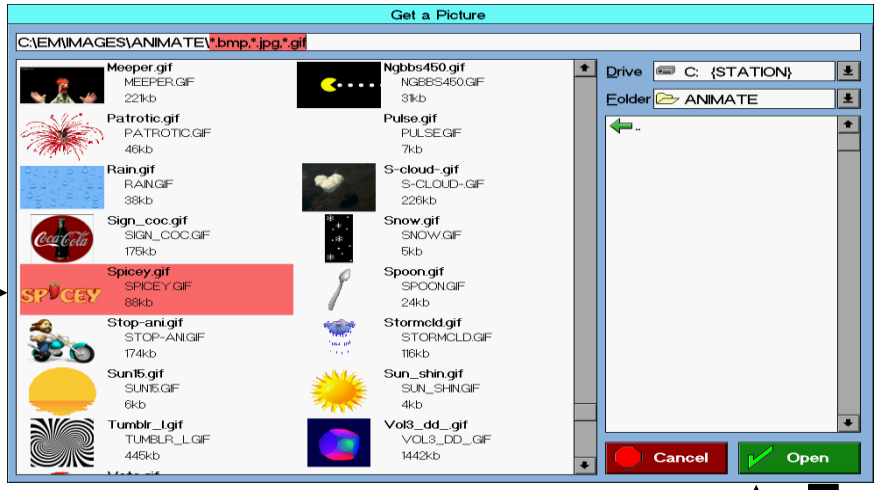
Click under "clear color" to make it say "(None)".

Adding an animated GIF

Animated GIFs are short animations.
You can mix animated GIFs with still pictures in a picture box.

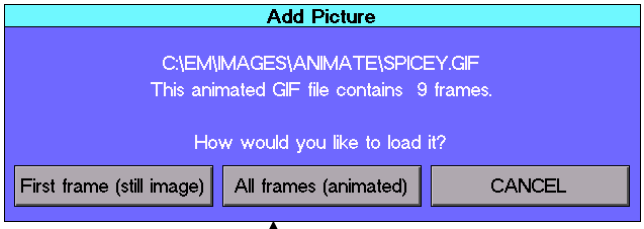
1. Press "Get Picture"

2. Choose an animated GIF file



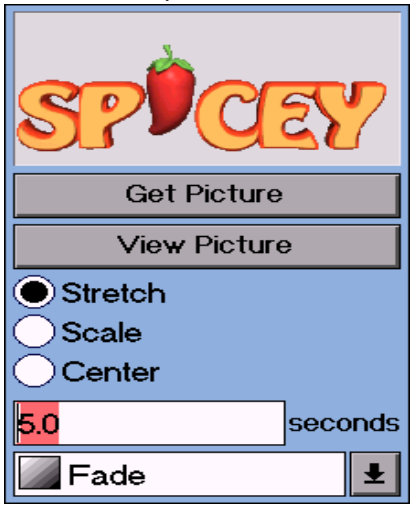
3. Press "Open"

- A dialogue appears to notify you of how many frames are in the animation.
- If you choose "First frame (still image)", the GIF is treated as a still JPEG or BMP.



4. Choose "All Frames (animated)"

- The animation is loaded and the first frame shows in the preview.
- Click "View Picture" to see the whole animation. (See the next page)



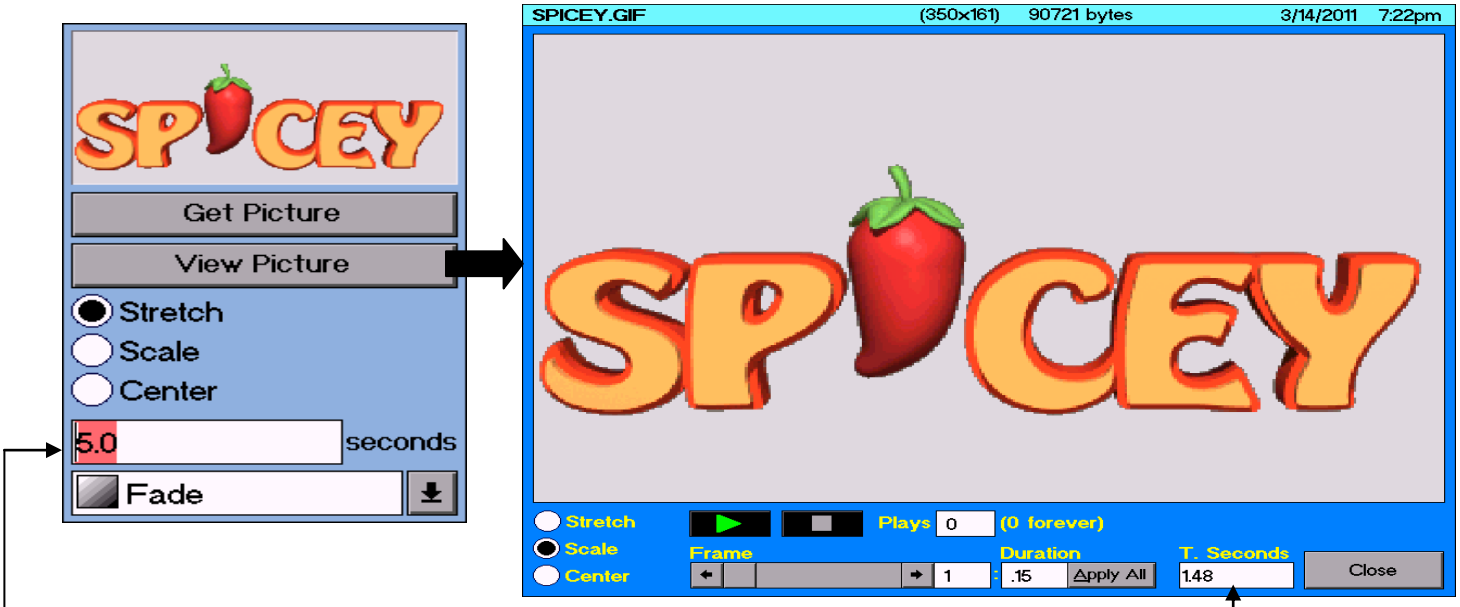
Notes

✓ Remember to set the seconds to enough time for the entire animation to display. The next picture shows when the seconds elapse, just as in a still picture.

✓ To find out how many seconds an animation is, see the next page "Viewing an animated GIF".

Viewing an animated GIF

Once an animation is loaded, you can use this area to preview it in motion.



The total seconds for this animation is shown at "T. Seconds"

The "T. Seconds" is generally the minimum amount you would fill in for "seconds" to allow the entire animation to play before the next picture is shown.

When "View Picture" is first opened, the animation is playing. (Play button is lit green)
You must press the stop button in order to make any modifications.

Modifying the speed of an animated GIF

Once the animation is stopped, you can use the scrollbar to step through each frame.

The frame number follows the scrollbar
Each frame is shown for a "Duration" of seconds.

- You can modify the duration for each frame separately
- "Apply All" copies the current frame's duration to all frames
- "T. Seconds" is simply all durations for all frames added together

Setting repeats of an animated GIF

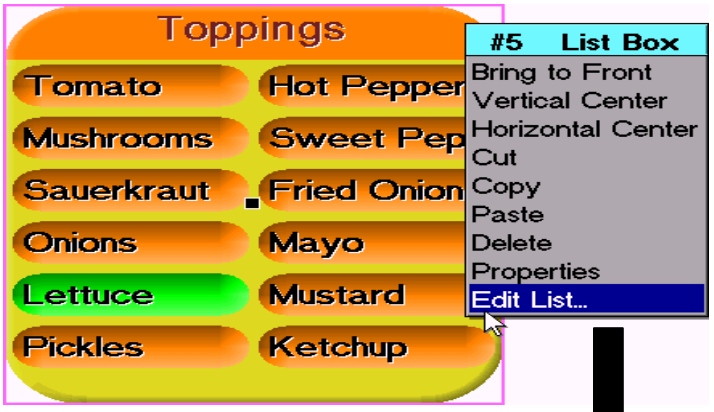
By default, the animation will repeat until the "seconds" have elapsed.
This is designated by entering "0" for "Plays"

- Enter "1" to play the animation only once, "2" for twice, etc.
- The picture box shows the last frame of the GIF when the animation finishes

Edit List (List box)

List boxes contain items that you wish to list without prices.
You can configure the list to have one to twenty columns.

To create a list box, choose "List Box" from the "Create" menu. See the Menu Bar on page 8.

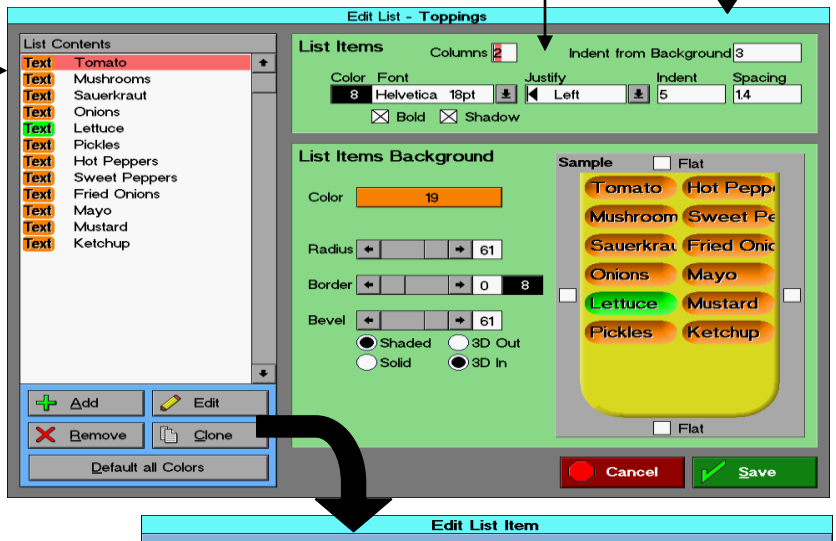


<u>To edit a list box:</u>

1. RIGHT-click a list box object.
2. Choose "Edit List".

The appearance of the list box items is set on the right side.

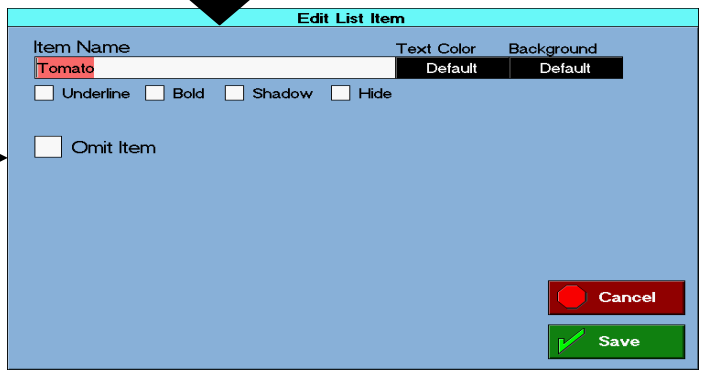
On the left, the items in the list are shown.



- You can rearrange the items by dragging them in the list.
- The icon to the left of each item shows the item's color.
- Below the list is buttons to **Add, Clone, Edit**, and **Remove** items.

Editing List Items

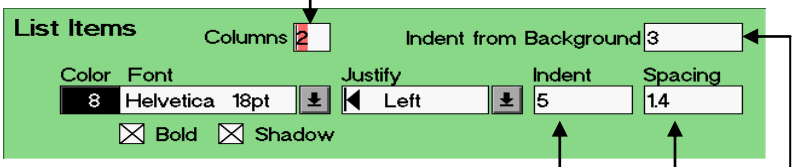
When Add, Clone, or Edit is pressed, the Edit List Item screen is shown.



- Each item in the list may have its own text-color and background color.
- When a color is left at "default", it uses the colors set on the main screen.
- Omit Item causes a list to not draw the flagged item.
- Hide causes an item to stay in the list but display no text.

List Items (appearance)

List items are in one or more **columns**.
Each column is evenly spaced by the width of the List Box object.



Color is the default text color.
This setting can be over-ridden for one or more items
(See "Editing List Items" on previous page.

Font/Justify determines the font and justification for all items in the list.

Indent is how far apart list items are from the sides of the object.
It also determines the space between columns.

Spacing is how far list items are spaced vertically. It is based on the font height.

Indent from Background is how much space to leave around the text on a list item

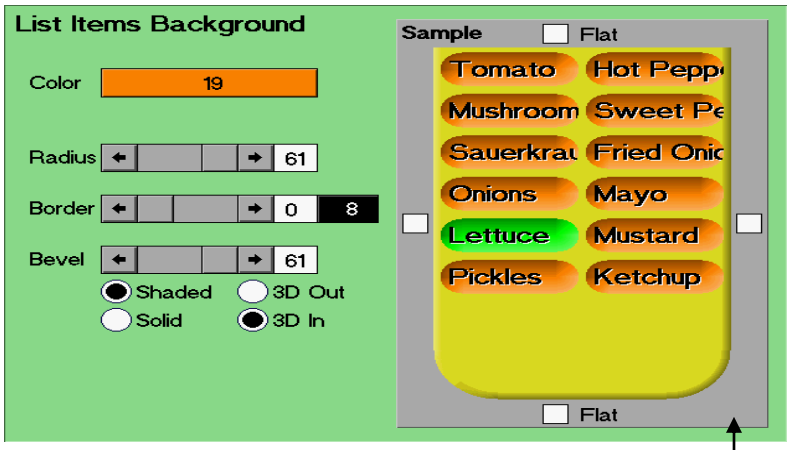
Note
The sample area shows the effect of any settings immediately.
However, the sample area will not show more than two columns since it is narrow.

List Items Background

The background of list items can be styled the same way as the object background.

If no list item background is desired set the color to "Clear" (none).

The object background color is set in "Object Properties". (Page 12)



Any changes made will show immediately in the sample area on the right.

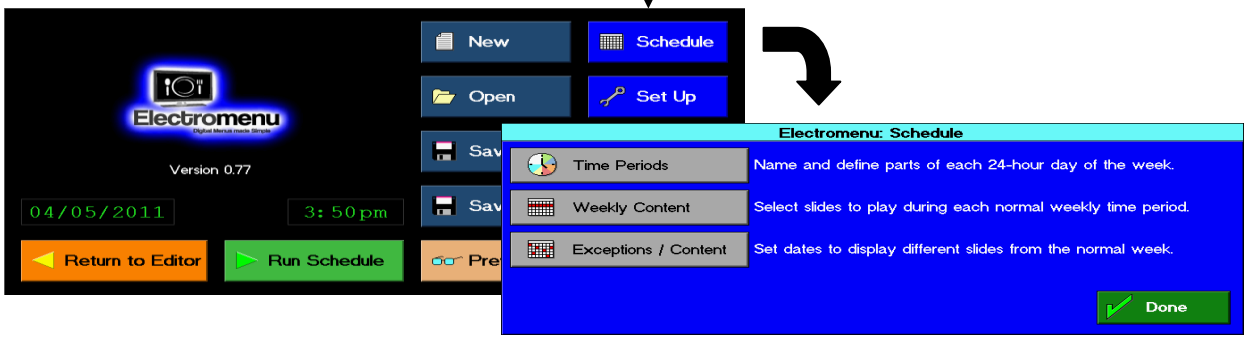
Schedule

Slides are displayed on menu boards according to their schedule.
This section describes how to set up Time Periods, and then how to schedule slides within time periods by menu-board.

Accessing the schedule area

1. Bring up the Main Menu by pressing ESC.

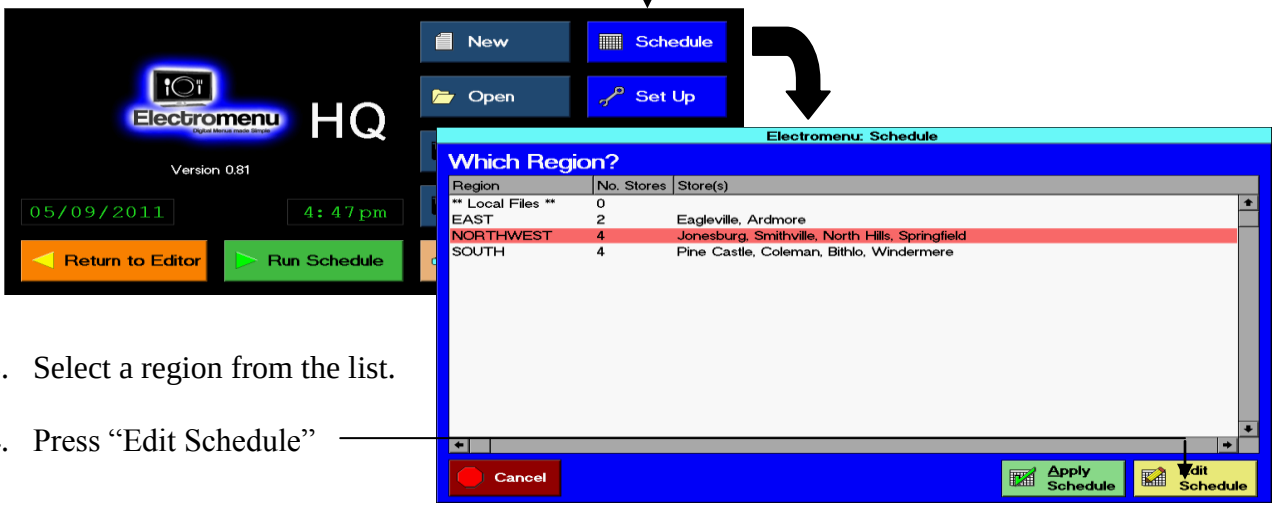
2. Click “Schedule”



Accessing the schedule area (HQ mode)

1. Bring up the Main Menu by pressing ESC

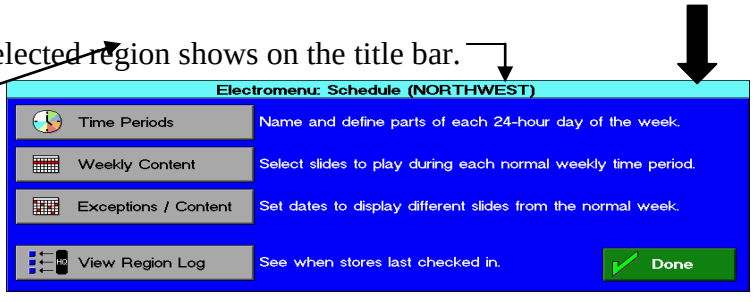
2. Click “Schedule”



3. Select a region from the list.

4. Press “Edit Schedule”

When the schedule window opens, the selected region shows on the title bar.


Electromenu: Schedule (NORTHWEST)
Time Periods
Name and define parts of each 24-hour day of the week.
Weekly Content
Select slides to play during each normal weekly time period.
Exceptions / Content
Set dates to display different slides from the normal week.
View Region Log
See when stores last checked in.
Done

Time Periods

Electromenu allows you to divide your days into parts called Time Periods.

- ✓ Each day of the week can have different time periods
- ✓ Slides are scheduled by day and by time period
- ✓ **You must set up time periods before scheduling slides.**

There are two kinds of time periods:

Regular time periods

- Each day of the week has one or more regular time periods.
  Examples include "Breakfast, Lunch, Dinner, and Late Night"
- Regular time periods do not overlap each other and they fill the entire 24-hour day.
- Regular time periods are the same times for all menu boards.

Special time periods

- Each day of the week may have one or more special time periods.
  Examples include "Happy Hour, Band Night"
- Special time periods overlap regular time periods.
- Special time periods are enabled on a board by board basis in the schedule.

For example, a regular time period of "Dinner" applies from 5pm to 9pm.
A special time period of "Happy Hour" applies from 7pm to 8pm.

The menu-board in the bar area has the "Happy Hour" special period enabled, so the bar board shows a happy hour schedule from 5 to 9. But, during all other times, the Bar menu board follows the regular time periods.

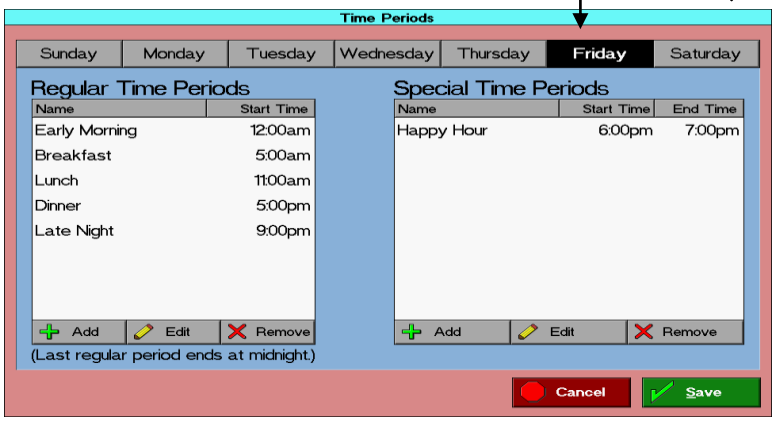
Menu boards in other parts of the restaurant do not have the "Happy Hour" period enabled, and so during all of dinner they follow the dinner schedule.

The next page discusses editing time periods.

Editing Time Periods

From the schedule area, click “Time Periods”

Then, choose a day of the week.



Regular periods are on the left.

- Since they cannot overlap, regular periods only have a starting time.
- The last regular period ends at midnight.

Special periods are on the right.

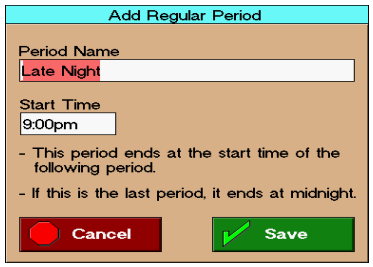
- Special periods overlap regular periods and may even overlap each other.
- Special periods have a start and end time, but they may not run past midnight.

Copy and Paste time periods

- Copy a day’s time periods by right clicking the day name and choosing “Copy Schedule”.
- Paste to another day by right clicking that day and choosing “Paste Schedule”.

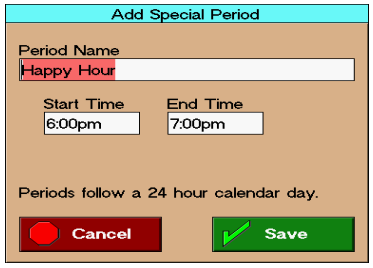
Adding a regular time period

1. Click “Add” under “Regular Time Periods”
2. Enter a name for the period
3. Enter a start time.
   (The end time is the start time for the next period)
4. Click “Save”



Adding a special time period

1. Click “Add” under “Special Time Periods”
2. Enter a name for the period
3. Enter a start and end time.
   (End times must be later than start times)
4. Click “Save”



Removing a time period

1. Select the period in the list
2. Click “Remove”

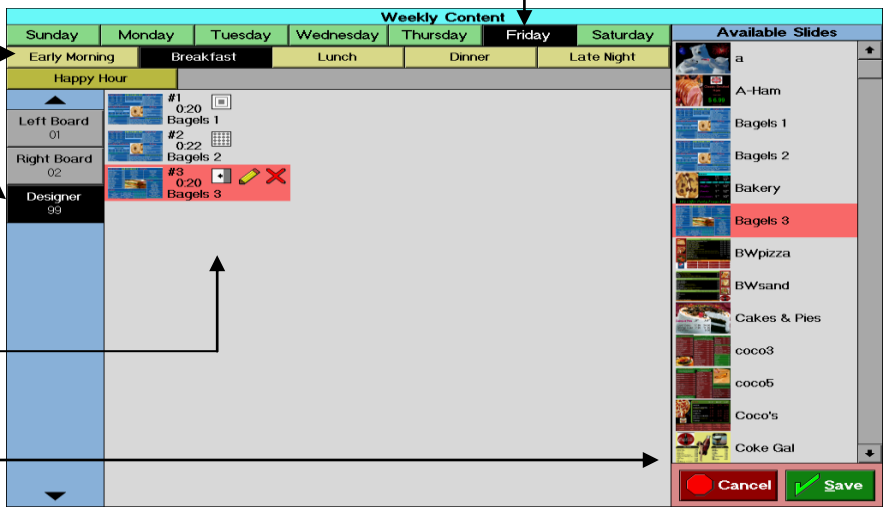
Note

Removing a regular time period makes the period before the one you removed run longer. This is because regular time periods must cover all 24 hours in a day.

Weekly Content (weekly slide schedule)

In this area, you pick slides to run for each Menu Board by day and by time period.
If you have not set up time periods yet, see the previous page.

1. Click "Weekly Content" to bring up the Weekly Content editor.
2. Choose a day of the week.
3. Choose a time period.
4. Choose a menu board.



Scheduled slides show in the large center area.

Slides that are available to schedule show on the right.

In HQ mode, only slides for the selected region will be listed.

Add a slide to the schedule by dragging it from the list on the right into the scheduled slides area.

Remove a slide from the schedule by clicking it and then clicking the "X" beside it.

<u>Scheduled slides information</u>
Sequence number in the slideshow (drag to change)

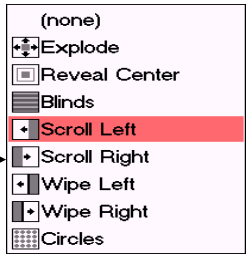
Display duration (minutes: seconds)

Slide Name

Transition icon

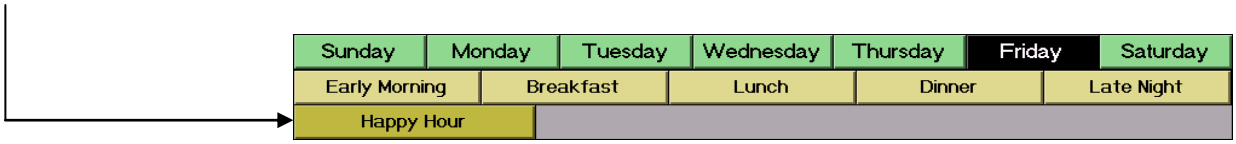
Edit a slide's duration and transition

1. Select a slide on the scheduled slides area.
2. Click the pencil for "Edit"
3. Make changes as necessary to duration and transition
4. Click "Save"

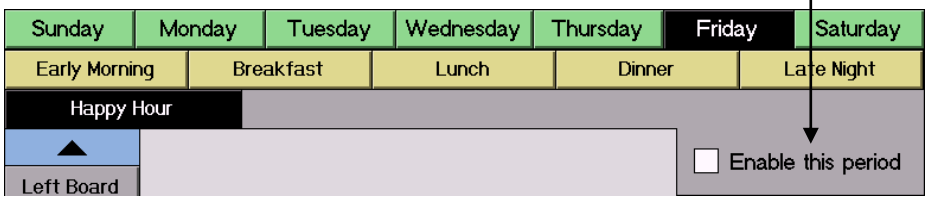


Enabling Special time periods

Special time periods show in the schedule editor in the dark yellow.



When you select one, a box appears in the upper right of the "scheduled slides" area.



Selecting "Enable this period" enables the special period for the selected day and board only.

Copy and Paste

To make setting up your schedule easier, you can copy and paste several ways.

Copy/Paste Day

1. Right-click a day and choose "Copy Day"
2. Right-click another day and choose "Paste Day".
   This copies all time periods for the selected day and menu board.

Copy/Paste Week

1. Choose a menu-board whose week you want to copy.
2. Right-click any day at the top and choose "Copy Week"
3. Choose a menu-board to paste over.
4. Right-click any day at the top and choose "Paste Week"
   This copies all time periods for all days on the selected menu board.

Copy/Paste time period

1. Right-click any time period at the top and choose "Copy Period"
2. Right-click any other time period and choose "Paste Period"
   This copies only the selected time period for the selected day and menu board.

Copy/Paste menu board

1. Right-click a menu board on the right and choose "Copy Board"
2. Right-click another board and choose "Paste Board"
   This copies all days and time periods for the selected menu board.
   Copying a menu board copies schedule exceptions as well.

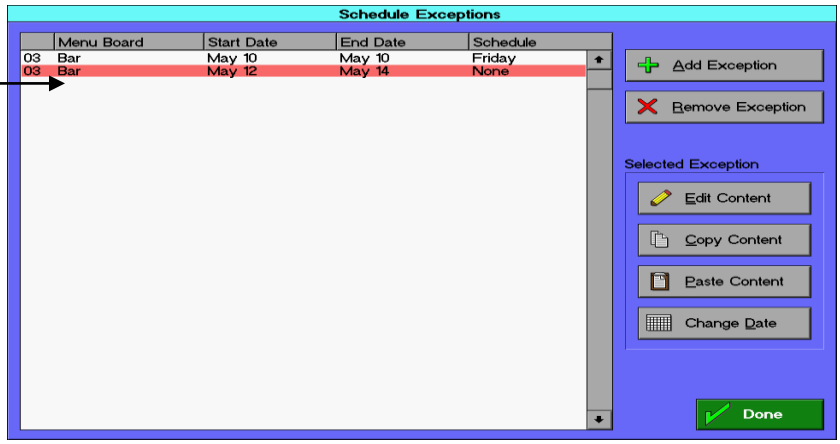
Schedule exceptions override the weekly schedule. They are described on the next page.

Schedule Exceptions

Schedule exceptions override the normal weekly schedule defined in "Weekly Content"

- ✓ Exceptions are by day by menu-board.
- ✓ Exceptions run for one or more days.
- ✓ Exceptions may be made up to 1 year in advance

The list shows all exceptions currently scheduled.



Menu Board is which menu board the exception applies to.

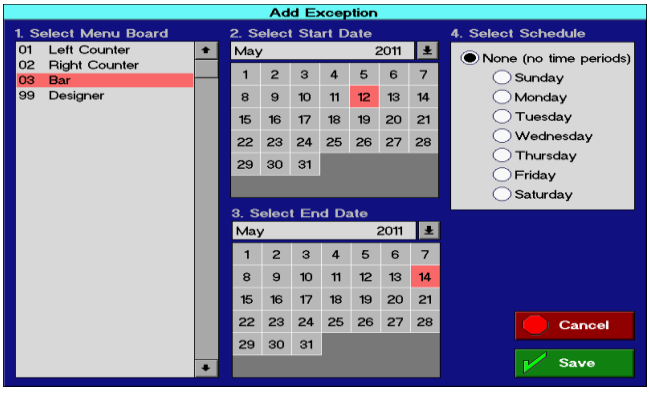
Start date and **End Date** are when the exception applies.

Schedule is which weekday is used for time periods.

- All days in the exception have the same time periods.
- If schedule says "none", all days in the exception have only one 24-hour time period.

Adding an exception

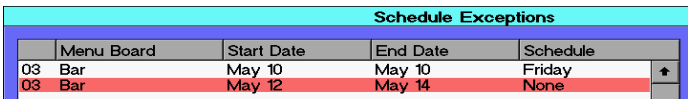
1. Click "Add Exception"



2. Choose a menu board
3. Pick a start date and end date.
4. Choose a weekday for time periods
   - All days in the exception have the same time periods
   - Choose "none" for all days to have one 24 hour time period
5. Click "Save"

Removing an exception

1. Choose the exception in the list



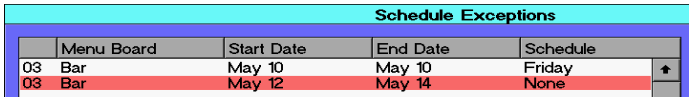
2. Click "Remove Exception"

Edit Content (for an exception)

In this area, you choose which slides run during an exception to the weekly schedule.

To edit or choose slides to run during an exception:

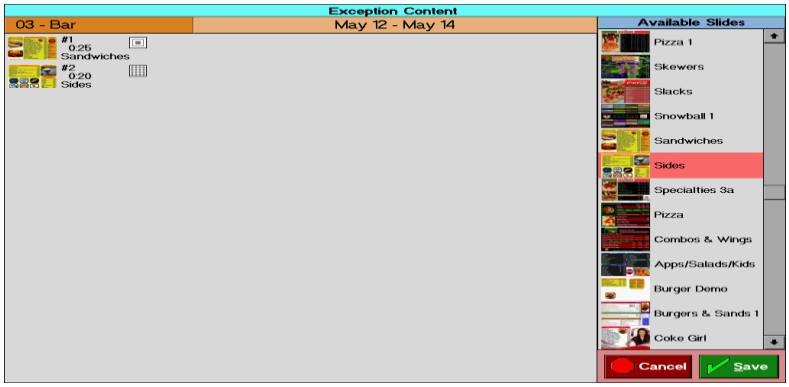
1. Select an exception from the list



2. Choose "Edit Content"

3. Drag slides from the "Available Slides" (right side) into the left area.

4. Press "Save"

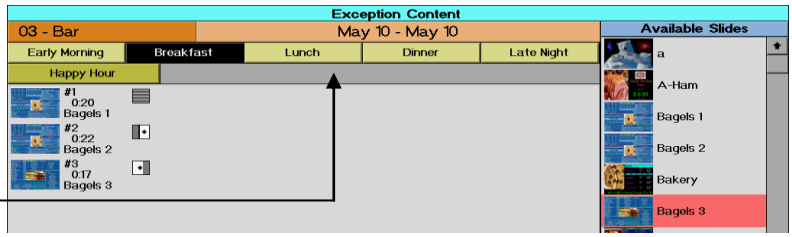


Examples

The exception in this screenshot has no time periods.

In this screenshot, the exception follows the schedule for "Friday" and so it has Friday's time periods.

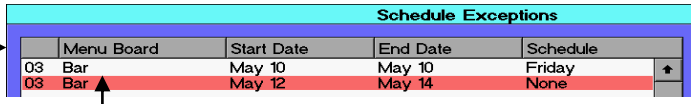
Notice how time period buttons appear in this example.

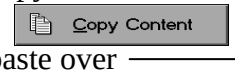


Copy Content / Paste Content

You can copy the content (slides) of one exception to another.
Be sure to first create the exception you intend to paste over. (see previous page)

1. Select the exception to copy
2. Press "Copy Content"
3. Select the exception to paste over
4. Press "Paste Content'





Change Date

Use this to change the start date, end date, or schedule of an exception.
To change the menu board the exception applies to, you must add a new exception and remove the old one.

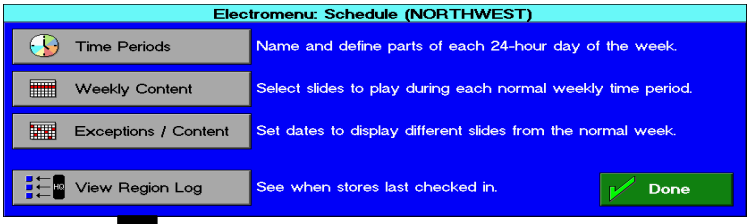
Region Log (HQ mode only) – Verify when stores picked up content

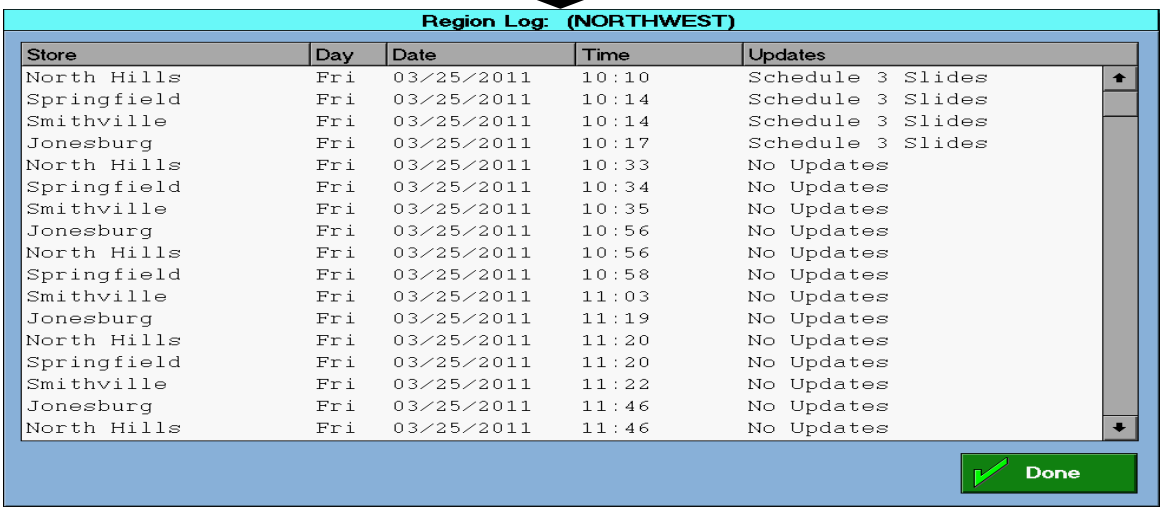
Each store periodically signs into the Electromenu HQ unit to retrieve content.

- After a successful sign-in and content check, the store makes a Region Log entry.
- The entry contains the store name, when the update occurred, and what was updated (if anything)
- The log may be sorted by clicking any of the column headers

To access the region log, press "View Region Log" from the HQ schedule area.

See "Accessing the Schedule Area (HQ mode)" on page 29.


Electromenu: Schedule (NORTHWEST)
Time Periods
Name and define parts of each 24-hour day of the week.
Weekly Content
Select slides to play during each normal weekly time period.
Exceptions / Content
Set dates to display different slides from the normal week.
View Region Log
See when stores last checked in.
Done



Store	Day	Date	Time	Updates
North Hills	Fri	03/25/2011	10:10	Schedule 3 Slides
Springfield	Fri	03/25/2011	10:14	Schedule 3 Slides
Smithville	Fri	03/25/2011	10:14	Schedule 3 Slides
Jonesburg	Fri	03/25/2011	10:17	Schedule 3 Slides
North Hills	Fri	03/25/2011	10:33	No Updates
Springfield	Fri	03/25/2011	10:34	No Updates
Smithville	Fri	03/25/2011	10:35	No Updates
Jonesburg	Fri	03/25/2011	10:56	No Updates
North Hills	Fri	03/25/2011	10:56	No Updates
Springfield	Fri	03/25/2011	10:58	No Updates
Smithville	Fri	03/25/2011	11:03	No Updates
Jonesburg	Fri	03/25/2011	11:19	No Updates
North Hills	Fri	03/25/2011	11:20	No Updates
Springfield	Fri	03/25/2011	11:20	No Updates
Smithville	Fri	03/25/2011	11:22	No Updates
Jonesburg	Fri	03/25/2011	11:46	No Updates
North Hills	Fri	03/25/2011	11:46	No Updates

Notes

- ✓ **Stores will not update slides unless you apply the schedule. See next page.**

- ✓ Only stores in the selected region will show in the log.
  To view stores from another region, return to the main menu and press "Schedule".
  See "Accessing the Schedule Area (HQ mode)" on page 29.

- ✓ Stores generally are set to sign in every 10 minutes, but this setting may be different depending on how many stores there are.

- ✓ If a store is not making any log entries, there may be a problem with the internet connection at the store.

- ✓ If no stores are making log entries, you may have a problem with the internet connection at your headquarters.

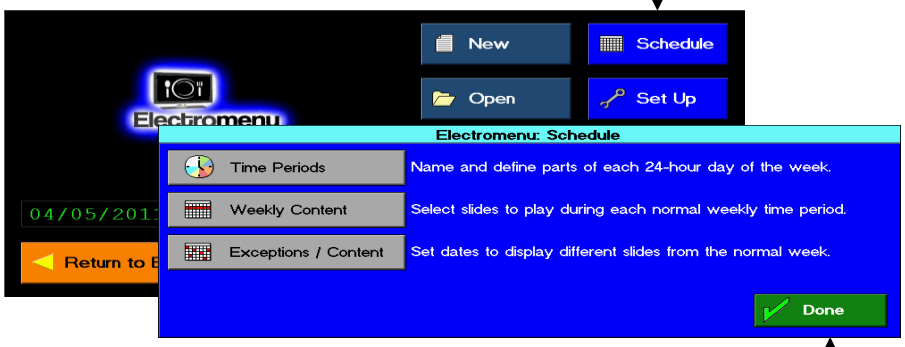
- ✓ The HQ unit must have a static IP address on the internet and open ports for the FTP protocol. You must contact your internet service provider to obtain a static IP.

Applying the Schedule (causing new content to be played)

Menu boards check in periodically with the store controller for changes to content.
If you have multiple stores, they also check in periodically with your HQ unit for new content.

Notifying menu boards to update slides (non HQ mode)

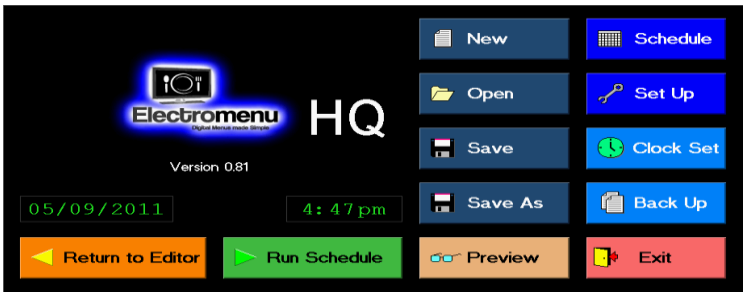
1. From the main menu, press “Schedule”



2. Then press “Done”

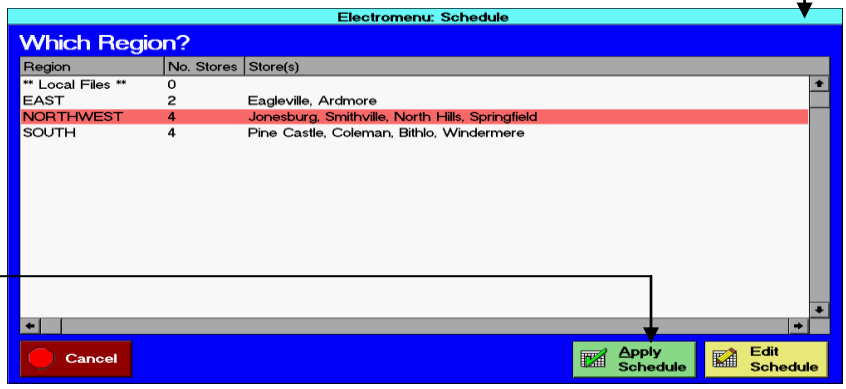
Notifying stores in one or more regions to update slides (HQ mode)

1. From the main menu,
   Press “Schedule”

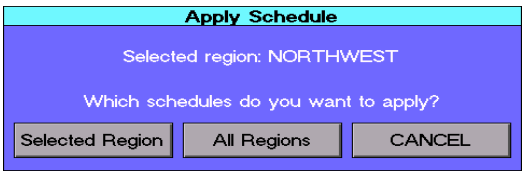


2. Select a region,
   (skip to apply to all regions)

3. Press “Apply Schedule”



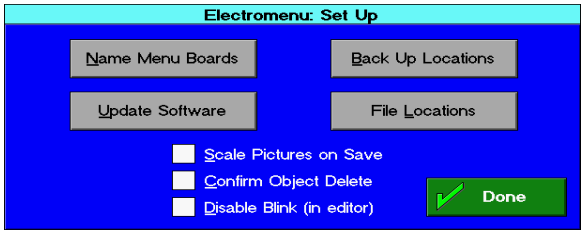
4. Choose “Selected Region” or
   “All regions” as appropriate.



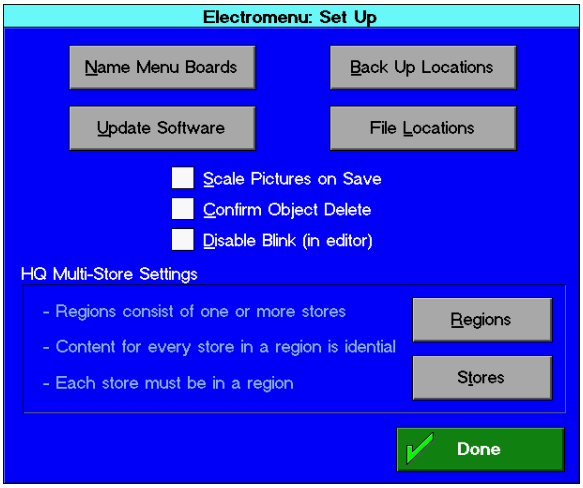
Set Up

Many functions in Set Up are not needed after the initial install.

Set Up screen for a stand-alone system:



Set Up screen on a HQ system:



Scale Pictures on Save
Enable this option to reduce the resolution of pictures to the displayed size when a slide is saved. This reduces the size of the slide on disk.

Confirm Object Delete
Enable this option to ask before deleting an object.

Disable Blink
Enable this option to display a non-blinking box around selected objects.

<u>The following should not be changed without good reason or consulting with your dealer:</u>

Name Menu Boards
This is used when a new menu board is added.
It allows you to name the board and it also causes it to show in the Schedule editor.

Update Software
This should only be used under direction of your dealer.
It installs a pre-built update package from either a flash drive or an FTP server.

File Locations
Default locations for Slides, Images, and Text Files are set here.
When a screen-shot is taken, it is written to the "Screen Shots" location.

Back Up Locations
These locations show for "Source" and "Target" in the Back Up area.
Locations may be local drives or FTP servers on the internet.

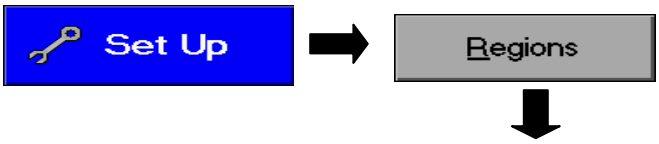
- By default, the main drive (C:) and the flash drive (D:) are listed.
- On HQ units, the Back Up function automatically lists all regions as well.

On the next page, regions and stores are discussed.
This applies only to HQ units.

Regions – Defining groups of stores to share content (HQ mode)

- ✓ Regions consist of one or more stores
- ✓ Content for every store in a region is identical
- ✓ Each store must be in a region

Since each store must be in a region, you have to add at least one region before adding any stores.

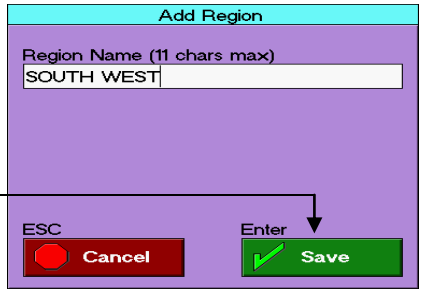


Adding a region

1. From the main menu, click "Set Up"
2. Click "Regions" in Set Up.

(Existing regions are shown along with their stores.)

3. Click "Add"

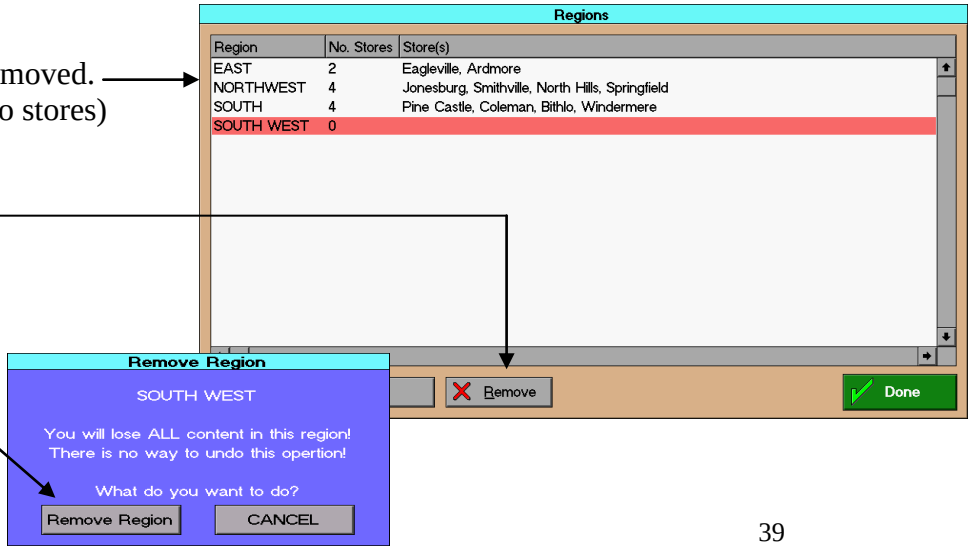


4. Give the region a name (11 characters maximum)
5. Press "Save"

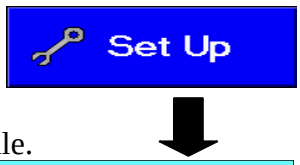
Removing a region

- ✓ You cannot remove a region if it contains any stores.
- ✓ If a region contains stores, move them to another region or delete them. See page 40.
- ✓ **Removing a region erases all slides and content for the region**

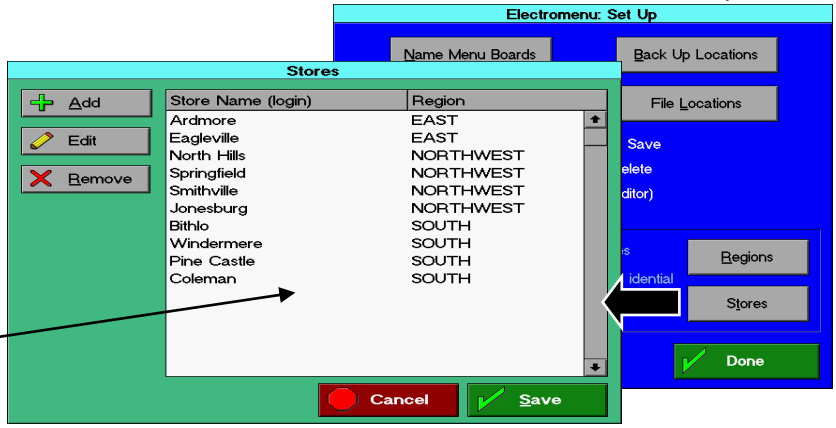
1. Select the region to be removed. (Make sure it contains no stores)
2. Press "Remove"
3. Confirm by pressing "Remove Region"



Stores (HQ mode)



- ✓ Stores are members of a region.
- ✓ The content and schedule is the same for all stores in a region.
- ✓ Stores sign into the Head Quarters unit to retrieve their content and schedule.



Accessing the Stores area

1. From the main menu, click "Set Up"
2. Click "Stores" in Set Up.

All stores are listed along with the region each store is in.

Adding a store

1. Click "Add"
2. Give the store a name
3. Give the store a password (no spaces)
4. Choose a region for the store's content
5. Press "Save"

Notes

- A store's name and password are used to log-in to the HQ unit.
- Therefore, the name and password must agree with what is set at the store.
- You can move a store to another region without changing the store's name or password. (see next section)

Editing a store – (Changing login, password, or region)

1. Select the store to edit
2. Press "Edit"

3. Enter a new name or password (make sure these are changed at the store also)
4. Choose a new region, if desired. (the store will use content from the new region)
5. Press "Save"

Removing a store

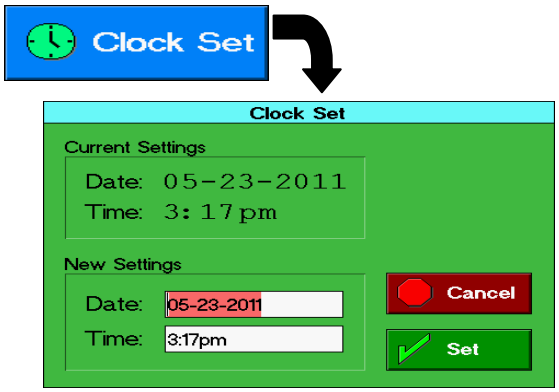
1. Select the store to remove.
2. Click "Remove"

Notes

- Removing a store will disallow the store from logging in to retrieve content.
- Removing a store does not delete any content since content is stored by region.
- To remove a region, first remove all of its stores, then see page 39.

Clock Set – Setting the date and time

- ✓ Menu-boards at a site get their time from the store controller (Board 99)
- ✓ Remote stores set their time from the Head Quarters unit (HQ mode)
- ✓ Electromenu does not automatically update the clock for daylight savings



To set your clock

1. From the main menu, click "Clock Set"
2. Enter a new date as appropriate
   (Use the format MM-DD-YYYY)
3. Enter a new time as appropriate
   (Use the format HH:MM followed by "a" or "p")
4. Press "Set"

Back Up – Copy images and slides into and out of Electromenu

The backup function serves as ElectroMenu's file manager.

- ✓ You can copy files to and from the back up locations that are set in Set Up (page 38).
- ✓ Back up locations include at least the main drive and the usb thumb drive.
- ✓ Head Quarters units will also list each region as a backup location.

To access the backup function, click "Back Up" from the main menu.

The **Source** location is on the left. Files are copied from here.

The **Target** location is on the right.
Files are copied to here.

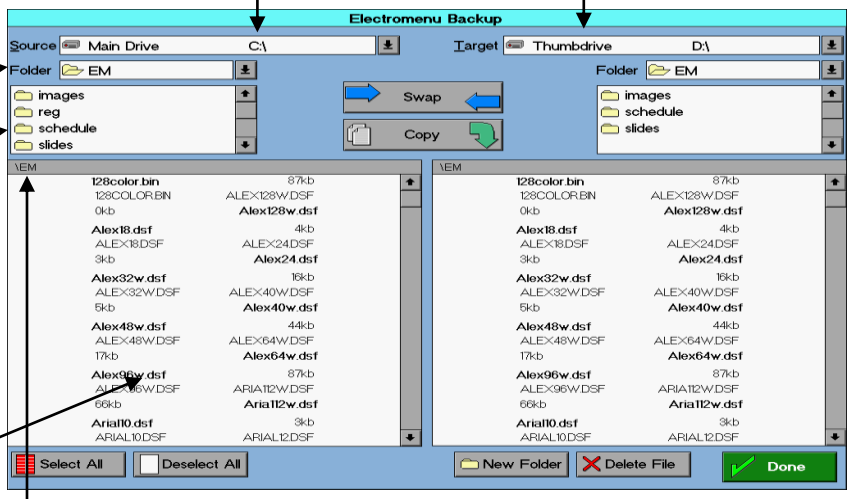
Folder shows the folder within the source or target location.

Below folder are sub-folders.

Every location begins with the folder "EM" and has the subfolders:

- Images
- Schedule
- Slides

After you select a location and folder, the files are shown

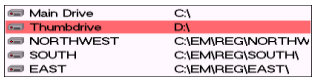


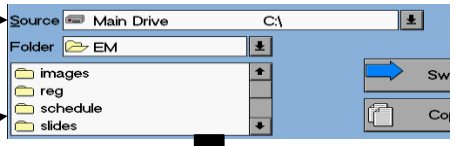
If "** INVALID **" appears in the grey area, the location you selected is unavailable. You may need to restart the Electromenu unit after attaching a USB thumb drive.

See the next page for instructions on copying files, deleting files, etc.

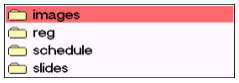
Copy an image file from a usb thumb drive

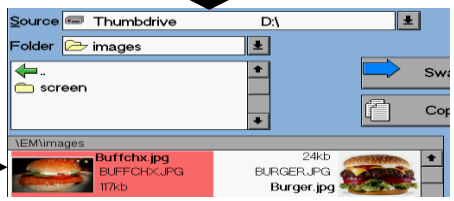
1. Choose for the source location “thumb drive”
   (**Source** is the **left** side)





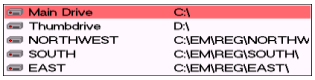
2. Click “images” under “source folder”

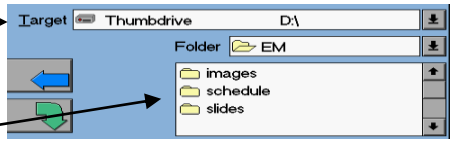




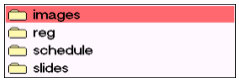
3. Select the image(s) to copy (left side)
   (Hold CTRL to select multiple images)

4. Choose for the target location “Main Drive”
   (T**arget** is the **right** side)





5. Click “images” under “target folder”



6. Press “Copy” to perform the copy.

Delete image files

1. Choose for the target location “Main Drive”
   (**Target** location is the **right** side of the screen)

2. Click “images” under “target folder”

3. Select an image to delete (right side)

4. Press “Delete File”

Copy slides from region to region (HQ mode only)

1. **On the source (left) side:** Choose the region to copy from
2. Click “slides” under “source”
3. Select the slide(s) to copy. Hold CTRL to select multiple.

4. **On the target (right) side:** Choose the region to copy to.
5. Click “slides” under “target”
6. Press “Copy”